

South Central Public Health

South Central Healthcare Preparedness Coalition Meeting Minutes

August 23, 2017, 10:30 a.m.

Attendees: Dan Schaffer, Dana Legaard, Dawn Meyer, Jackie Frey, Kim Vega, Larry Troxell, Lee Humbach, Maria Hoggan, Mark Phillips, Mary Kay Henson, Nelson Long, Richard Ord, Scott Rasmussen, Shauna Donabedian, Suzanne McCampbell, Tammi Harr, Troy Thayne, Will Carson

TOPIC	DISCUSSION
Welcome and Introductions	Jackie welcomed members to the meeting. Participants introduced themselves and the agency they represented.
Approve Minutes from the May 24, 2017 Meeting	The Minutes were approved as written.
Advisory Board	Our coalition membership has changed and we would like to identify individuals who would like to serve as Advisory Board members. The Advisory Board meets from approximately 0900 – 1030 hrs, ahead of the coalition meeting that day. They review the coalition agenda and discuss the specifics of each topic and how they believe the coalition should move forward. Current board members are Jackie Frey, Sara Otto, Trish Heath, Scott Rasmussen, Will Carson, and Kim Vega. If anyone would like to join them please let Jackie or Larry know.
Elect new Chair Elect	Nominations for the position were made and Kim Vega was selected as the new Chair Elect for the Coalition. Her term will be for two years (1 July 2017 through 30 June 2019) at which time she will move into the Chair position.
WebEOC Policy Manual Training	Members were advised that training is required for the new WebEOC Policy Manual. Levi Claussen at IDHW can provide the training via webinar in late September. Levi will conduct the webinar on September 20th at 1000 hrs. We are limited to 25 computer access terminals so please let me know if you will participate. Discussion followed and new coalition members asked for a general training on WebEOC and current members felt they needed a refresher training on the use of WebEOC. The decision was made to have Karl DeHart, Idaho Office of Emergency Management, present a WebEOC 101 training to agency representatives prior to the policy manual training. Karl was contacted and is able to provide training to agencies on September 13th, 1400 hrs, at South Central Public Health in the Katz A Conference Room. The Health District is located on the west side of the College of Southern Idaho campus. Enter the building on the north side, the Katz A Conference Room is in the hallway on the left side.
Discuss and approve funding for training and	Funding for training and exercises for this allotment year was discussed. We will conduct a Coalition Surge Test with Bennett Hills Center, Serenity Healthcare, St. Luke's Jerome, and Cassia Regional Hospital. The tentative

<p>exercises for this allotment year</p>	<p>date for this surge test is April 18, 2018. We will be conducting several planning meetings and training sessions ahead of this surge test for those participating. If any other hospitals or healthcare facilities would like to participate, please let me know as soon as possible. We also spoke about possible trainings for this year. The coalition decided on a Mental Health training from our local IDHW Mental/Behavioral Health partners and a Pediatric Preparedness training from Dr. Gardner. Jackie mentioned that our new partners did not have the benefit of CISM training and Scott Rasmussen will assist with putting together a training to be presented by his staff at IDHW. A training date has not yet been established. Larry spoke with his counterpart at District 7 regarding a pediatric training from Dr. Gardner. She will contact Dr. Gardner and put him in touch with Larry to work out the details. UPDATE: Dr. Gardner has been deployed to Texas with the National Disaster Medical System and will be away for some time. I will speak with him on his return to work out the details for a training for some time next year.</p>
<p>Conduct two communications drills per year in which RHCC members demonstrate proficiency in using redundant technologies</p>	<p>The Coalition is required to complete two communications drills during the allotment year; the first by December 31st and the second by June 30, 2018. With the recent Total Solar Eclipse, IDHW has given us the ability to use this real world event for the first drill if we have met the guidelines set forth in the Scope of Work. Larry will review the information provided by IDHW and determine if we have met the requirements. It was determined that our work did not meet the requirements for this drill. We will need to schedule a drill approximately mid-October through early November to meet the requirement. Coalition partners must use redundant communications technologies as a clearly defined objective and proficiency is clearly evaluated and documented in an After Action Report-Improvement Plan (AAR-IP). Please let Larry know which coalition member agencies will participate and your point of contact/phone number as soon as possible but not later than September 15, 2017. We will need time to sufficiently plan for this drill.</p>
<p>Expand current participation of the RHCC</p>	<p>Current coalition members who find value in our meetings could bring a partner to future meetings. Members can also suggest potential guest speakers to provide information and education on topics relevant to our work in emergency preparedness. Coalition members can provide updates for their agencies regarding training and exercises they are planning. The sharing of information is crucial to the success of the coalition. Discussion followed regarding agencies that could be invited to participate. Larry mentioned that a list of agencies is contained in the By-Laws and everyone at the meeting was provided a copy. If members see that a particular agency is not on the list, please invite them and let Larry or Jackie know. Larry has invited Joel Grooms, the Southern Idaho Director of Operations for Fresenius Medical Care, a leading provider of products and services for people with chronic kidney failure, to present at our November 15th coalition meeting. They operate the Magic Valley Kidney Center here in Twin Falls.</p>
<p>Coalition Web Page</p>	<p>We have included a web page on the South Central Public Health District's website. This web page is relatively new and includes agendas and Minutes from our meetings and any additional relevant information for the</p>

	<p>coalition. If anyone has ideas about information that could be included please let him know. To view the web page, go to https://www.phd5.idaho.gov/ . In the left column highlight Public Health Preparedness, in the new box highlight and click on South Central Healthcare Preparedness Coalition. This will take you to our page and you can click on the headers for information.</p>
<p>Review RHCC governance documents for the Funding Opportunity Agreement (FOA) compliance</p> <p>Evaluate governance documents pertaining to rules for succession of leadership within the RHCC</p>	<p>The FOA was discussed with members regarding governance of the coalition. Members reviewed the By-Laws and determined that they meet the necessary requirements and include information pertaining to the rules of succession for coalition leadership.</p>
<p>Develop a multi-year preparedness plan for the RHCC IAW the FOA (establish workgroup to assist with plan creation). Draft plan must be provided to IDHW by 3/31/18</p>	<p>Members were advised that we received a template for the creation of a multi-year preparedness plan. Larry asked for volunteers to create a workgroup to meet at least monthly to work on this project. Larry will spearhead the effort. Volunteers are Dawn Meyer (Lincoln County Care Center), Trish Heath (SLMV), and Will Carson (Twin Falls County Coroner's Office). Larry provided several dates/times to volunteers to schedule our first meeting. Our first meeting will held at Public Health on September 25th, 1000 hrs, in the Katz B conference room.</p>
<p>Build planning for obtaining durable medical equipment during a medical surge response (establish a workgroup to assist with plan creation)</p>	<p>We would appreciate additional volunteers assisting us in the planning for obtaining durable medical equipment during a medical surge response. Volunteers are Tammi Harr (Visions) and Richard Ord (Genesis). Tammi will contact NORCO Medical and see if they have someone available to assist. Larry provided several dates/times to volunteers to schedule our first meeting. Our first meeting will be held at Public Health on October 5th, 1400 hrs, in the Clark Conference Room.</p>
<p>Complete a HVA for the RHCC that meets FOA criteria. Submit a final written report on the participants, methods, and results of the HVA. Report may include additional maps as needed to describe the process and results of the HVA</p>	<p>A handout was provided to members regarding completing a Hazard Vulnerability Assessment to identify and plan for risks in our region. Discussion followed and the decision was made to make this an agenda item for our November 15th meeting to begin work on completing a HVA. Agencies that have previously completed a HVA will bring their information to the November 15th coalition meeting and we will begin work on a coalition HVA.</p>
<p>Review the required components of a RHCC response plan</p>	<p>A handout was provided to members regarding developing a RHCC response plan. Discussion followed and the decision was made to add this</p>

<p>in the FOA to prepare for development of the plan in BP2. (handout) Provide input to IDHW on key areas for RHCC plan improvement in Q2</p>	<p>topic to the agenda to the November 15th coalition meeting to begin work on a response plan which is due in BP2. Larry explained that BP2 refers to Budget Period 2 of this 5-year Budget Period and runs from 1 July 2018 through 30 June 2019. We are currently in BP1.</p>
<p>Annex H, Medical Surge Plan and Annex H, Appendix H-1, Medical Reserve Corps</p>	<p>A disk containing our Medical Surge and Medical Reserve Corps Plans was provided to members. Nelson Long, South Central Public Health's new MRC Coordinator, spoke to members about the MRC. The MRC is a group of volunteers from various backgrounds (medical and non-medical) within our eight counties who can assist during incidents or by supporting other activities, e.g. First Aid Stations at events. We currently have approximately 210 individuals on the roster and Nelson is in the process of inquiring to see how many are still interested in participating. Nelson asked members to consider what activities we may be able to include volunteers in as we move forward and let him know if you have any ideas. His email address is nlong@phd5.idaho.gov and he can be reached at 208-737-5912.</p>
<p>Total Solar Eclipse</p>	<p>Members shared their observations during the eclipse. Some expected it to be darker in the Twin Falls area than it was. The shadows on the ground through the trees were interesting. Many noticed the temperature drop, how still it became and the birds and other animals became very quiet. Those who were in the Path of Totality mentioned some of the same observations and that they could see the stars. There were many eclipse parties and, overall, the experience was great. Larry mentioned that we have been working for several months with Blaine County in preparation for the eclipse. South Central Public Health activated two first aid stations at Blaine County's request and they were staffed by MRC volunteers. One station was in Ketchum and the other at Smiley Creek (Sawtooth City). The Ketchum first aid station did not see anyone and the Smiley Creek station helped approximately 20 individuals. It was also noted that the air strip at Smiley Creek had roughly 120 small airplanes parked, some with tents pitched next to their airplanes. Nice way to watch the eclipse; just fly in, camp for a couple of days, and fly out.</p>
<p>What's Going On?</p>	<ul style="list-style-type: none"> • Scott mentioned that April Theberge, IDHW Behavioral Health Preparedness in Boise, has moved to a new position. A replacement for her has yet to be hired. • Dawn mentioned that they had a lightning strike that started a lumber yard fire near their healthcare facility in Shoshone. They called in assistance from other local agencies to help with possible evacuation. They contacted their managers and had them report to work to assist if needed. • Jackie mentioned that the county conducted a tabletop exercise for the eclipse that was attended well and very successful. She is waiting for her new 2017 grant to come in; updating her resource inventory list for WebEOC, and the state is coming in this September to update her Emergency Operations Plan (EOP). Jackie also has a number of functional needs agencies contacting her due to the new CMS rules.

	<p>She has advised agencies to develop an internal contingency plan, train their staff, and network with other agencies moving forward.</p> <ul style="list-style-type: none"> • Larry asked if anyone at the meeting had attended the CMS Rules Workshop held earlier this year at Public Health and the answer from the majority was “no” although both Jackie and Larry were there. Jackie mentioned that it might be a good idea to schedule the training again since only half of the agencies invited earlier were able to attend. We will contact Public Health District 6 in Pocatello to see if Devin Hughes is available to provide this training again. It is recommended that personnel in each agency who will be responsible for emergency management take the following online courses: <ul style="list-style-type: none"> ○ ICS 100 – Introduction to the Incident Command System ○ ICS 200 – ICS for Single Resources and Initial Action Incidents ○ IS 700 – NIMS, an Introduction <p>These courses may be found at: https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm Here you will also find additional information about courses specific to Command and General Staff members.</p> <ul style="list-style-type: none"> • Discussion followed regarding writing plans for each agency. Dan mentioned that Comprehensive Preparedness Guide (CPG) 101 is a guide to writing plans and here is the link: https://www.fema.gov/media-library/assets/documents/25975 • Kim mentioned that they were moving their Emergency Operations Center into a bigger room at Minidoka Memorial Hospital. Equipment previously purchased with ASPR funds for the old EOC is being moved to the new EOC. The plan is to have the new EOC operational by October 2017. • Suzanne advised the group that the Office on Ageing is working on a new plan for senior services and the biggest challenge is transportation. She mentioned that on September 8th at CSI there will be a Scam Jam sponsored by AARP. Many people have been the target of a scam and information for this event can be found at: https://www.csi.edu/calendar/viewEvents.asp?id=12698
Adjourn	The meeting was adjourned at 2:00 p.m.
<p>Meeting Dates (please</p>	<p>All Advisory Board meetings are scheduled (9:00 – 10:30) prior to the coalition meetings listed below</p> <p>All Healthcare Preparedness Coalition meetings are scheduled on the fourth Wednesday from 10:30 to 3:00 p.m. unless otherwise noted</p> <p>Locations subject to change</p> <p>South Central Healthcare Preparedness Coalition (SCHPC)</p> <ul style="list-style-type: none"> • August 23, 2017 <ul style="list-style-type: none"> ○ To be held at St. Luke’s Jerome, Lower Level

**add to
your
calendar)**

- **November 15, 2017**
 - To be held at Cassia Regional Hospital
- **February 28, 2018**
 - To be held at Minidoka Memorial Hospital
- **May 23, 2018**
 - To be held at St. Luke's Magic Valley
 - Oak Rooms 5 & 6, Lower Level