

## Region 8 HPP Planning Board and Advisory Committee

July 15 2009, 10 a.m. – 2 p.m.

Ramada Inn, Marquette

Meeting Minutes

Agenda Items	Description
<b>I. Welcome and Introductions</b>	Meeting was called to order around 10:20 a.m.
<b>II. Approval of June 2 Minutes</b>	Meeting minutes for June 2 were reviewed and no changes were requested.
<b>III. Acceptance of Agenda of July 15</b>	<p>Meeting agenda for July 15 was reviewed and the following changes were made:</p> <p style="padding-left: 40px;">Under Informational and Discussion Items, Manikins and ACC were added for discussion.</p> <p style="padding-left: 40px;">Under Training and Exercises, an update on the June 15<sup>th</sup> Central Division exercise and announcement of E-Team training was added.</p> <p style="padding-left: 40px;">Under Funding Requests, Patient Tracking was added.</p> <p>The agenda was accepted with changes.</p> <p><b>Motion:</b> Teresa Schwalbach      <b>Second:</b> John DeWitt</p>
<b>IV. Old Business</b>	<ul style="list-style-type: none"> <li>a. SNS</li> <li>b. Plans and Policies</li> <li>c. Recent Purchases</li> <li>d. Overdue and outstanding</li> </ul>
<b>V. New Business</b>	<ul style="list-style-type: none"> <li>a. Purchasing <ul style="list-style-type: none"> <li>i. Items need to be purchased as soon as possible. There has been a delay in those items purchased and invoiced. The options have been provided for locations to (1) purchase themselves and provide an invoice to Regional Staff; (2) submit specific item quotes and Regional Staff will submit purchase requests through normal channels; or (3) The Region will purchase items and ship to local agencies.</li> </ul> </li> <li>b. Spending <ul style="list-style-type: none"> <li>i. There is a lag on spending. The Region has done 200 percent better this year in the spending of monies requested in comparison to previous years. There were a few slowdowns in projects that were not approved through the State, but moving up other projects in their completion timelines has worked well in fulfilling money expenditures.</li> </ul> </li> <li>c. Exercising <ul style="list-style-type: none"> <li>i. Exercise new equipment. For those items that have recently been purchased or approved, the Region will be asked to participate in witnessing the use or implementation of those items either in real time use or drilling and exercising.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>d. MI-MORT <ul style="list-style-type: none"> <li>i. The State is going to have the trailers ready for deployment by the end of August (barring any major catastrophes). With that being said, the Region needs to have somewhere to store the trailers indoors and have a way to transport them. BTC will provide to the Planning Board the dimensions and weight of the trailers so to best plan for the storage and transportation.</li> </ul> </li> <li>e. Next Grant Year and Future of the Grant Program <ul style="list-style-type: none"> <li>i. Planning for one-year spending and three-year exercise plan, goals, and objectives. Think long-term!</li> </ul> </li> </ul>
<p><b>VI. Informal &amp; Discussion Items</b></p>	<ul style="list-style-type: none"> <li>a. Application <ul style="list-style-type: none"> <li>i. The Application is being written by Regional Staff with Divisional input. Application needs be submitted by end of August. Minor changes in Tier I and Tier II objectives. BTC will notify partners of new expectations.</li> </ul> </li> <li>b. Objectives <ul style="list-style-type: none"> <li>i. BTC goal for the upcoming year is more focus on drilling, exercising, testing and planning and less on purchases. There will be a greater effort with outreach to LTC and health centers. Previously identified training schedule will be further encouraged to be shared with the Region and with more notice ahead of time. The programs offered this past year have been beneficial and the execution has been well received over this past year.</li> </ul> </li> <li>c. Meeting Schedule <ul style="list-style-type: none"> <li>i. It was discussed of the successes and hurdles of the meeting schedule of this past year and in comparison with previous years. There is still an ongoing effort to communicate with all interested parties and partners down to the street level individuals. The HPP planning board will be held 1<sup>st</sup> Wednesday of every other month (January and July; adjusted based on Holidays); EMS advisory committee will continue to be held quarterly the Wednesday night prior to HPP meetings via video; Divisional meeting will be held on a regularly basis, each deciding their own location and schedule given their individual geography.</li> </ul> </li> <li>d. Manikins <ul style="list-style-type: none"> <li>i. John Cox discussed putting on a class for the Region on the how to operate the Simulator Manikin</li> <li>ii. Lyn Nelson asked if we are able to use these manikins at the NDLS course.</li> </ul> </li> <li>e. ACC <ul style="list-style-type: none"> <li>i. John Cox, DCHS, inquired to the group of their efforts with their ACC sites and supplies to better facilitate a coordinated Regional understanding and readiness.</li> </ul> </li> </ul>



