

Regional Planning Board Meeting Minutes.  
January 9, 2008

*Note:* Many of the detailed discussions in the Regional Planning Board Meeting Minutes may have occurred during the 11 a.m. to 3 p.m. Advisory Committee meeting.

Agenda Items	Description	Responsible/Action
I. Welcome & Introductions	The meeting was called to order at 3:13 p.m.	None
II. Review & Approval of Agenda for 1/9/08	Motion by John Cox; Second by Tom Patmythesis to approve the agenda as presented. Motion passed.	None
III. Approval of Meeting Minutes for December 13, 2007	Motion by Tom Patmythesis; Seconded by Gary Koskiniemi to approve the December 13, 2007 meeting minutes.	None
IV. Discussion Items		
V. By-Law Review	Alyson noted that the By-Laws needed review as they've been in place without review since November 2004. The only suggested changes she had were the specifics of meeting dates/times. The group asked that the revised version be brought to the February 2008 meeting for approval with changes in place.	Alyson to distribute updated RPB By-Laws for 2/2008 meeting.
VI. Funding Requests	<p>Level One:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Satellite Phone Pilot Program for \$15,000; Motion by Cox/Second Schwalbach. Motion passed.</li> <li><input type="checkbox"/> Divisional Representatives for R8MCC 24/7 Coverage Training for \$20,000; Motion Koskiniemi/Second Wadaga. Motion passed.</li> <li><input type="checkbox"/> Patient Tracking Supplies and Training for \$14,500; Motion Koskiniemi/Second Cox. Motion passed.</li> <li><input type="checkbox"/> Patient Tracking training supplies (LCD projectors) for \$4,750; Motion Wadaga/Second Hirt. Motion passed.</li> <li><input type="checkbox"/> Varolii Automated Phone/Email Tree. Tabled until 2/2008 meeting.</li> <li><input type="checkbox"/> Bed Tracking – purchase of EMTrack to pilot at Bell and War; Motion Koskiniemi/Second Patmythesis. Motion passed.</li> <li><input type="checkbox"/> ESAR-VHP Funding for decon members.</li> </ul>	Funding Requests will be forwarded to OPHP for authorization.

	<p>Tabled until 2/2008 meeting.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> EMS Strike Team Travel x 3 attendees for \$2,400. Motion Patmythesis/Second Sundberg. Motion passed.</li> <li><input type="checkbox"/> ESAR-VHP Promotional Items for \$3,000; Motion Trekas/Second Patmythesis. Motion passed.</li> <li><input type="checkbox"/> Hospital Evac: Ventilators. Tabled until 2/2008.</li> <li><input type="checkbox"/> Hospital Evacuation and Security Support: Initial requests from Schoolcraft Memorial and Central Division. Further discussion prompted request to address all region's hospitals at \$182,000. Motion Lesage/Second Koskiniemi. Motion passed.</li> <li><input type="checkbox"/> Confined Space Rescue Training. Lack of support.</li> <li><input type="checkbox"/> Evacuation Planning for \$50,000 including equipment; Motion Trekas/Second Sundberg. Motion passed.</li> </ul>	
VI. Funding Requests	<p>Level Two:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ACC Sites: Planning Board Travel for \$22,000; Motion Arnold/Second LeSage. Motion passed.</li> <li><input type="checkbox"/> Procedures Manual Development for \$10,000; Motion Koskiniemi/Second Wadaga. Motion passed.</li> <li><input type="checkbox"/> Education and Training: Trauma &amp; Peds Courses for \$45,000; Motion Wadaga/Second Patmythesis. Motion passed.</li> <li><input type="checkbox"/> Behavioral Health Conference attendees for \$3,000; Motion Sundberg/Second Trekas. Motion passed.</li> </ul>	Total of all requests: \$184,900 plus an additional \$182,000 for security at hospitals for a total of \$366,900.
Additional Discussions	Alyson noted that other requests were received after the two week deadline and will be presented at the February meeting.	
	Discussion regarding HPP Grant Coordinator opening and the direction of the position. The position needs to focus on "coordination" and not be too concerned with being a subject matter expert in any given area. OPHP has given us very specific recommendations on how to improve on the stability and retention of this position. The hospitals are expected to return information on request. The Region 8 office should be streamlining requests and providing information in easy-to-review and understand formats.	
	Alyson noted that Joshua had put together today's meeting and did an excellent job organizing, providing handouts, agendas, and assuring that all major issues were discussed.	

	Grainger order that was incorrect is being handled by Joshua on returning the items that had originally been discussed with the vendor and getting the conveyor system that was requested by the Board on its way.	
	Con-Space talk systems. These were ordered with the wrong accessories, and Joshua asked that all return the incorrect items and he will provide the correct ones.	
	Alyson will resend the Communications Survey sent to EMS agencies to include all MCA representatives so they can be sure it is being completed and returned.	
	Joshua brought the complete Region 8 library today for Board Members to look at and check out items easily.	
	UP-HERT Recruitment Forms are being mailed all over from the MGH group, and all Planning Board members were given an original of the form and cover letter to distribute in their own hospital. A training is scheduled for April/May for new members. The committee did a good job getting this off the ground and it was appreciated.	
	Discussion on expired meds and shipping back to Joshua. He will talk to each hospital as needed if they have alternate plans.	
	To "Due" list provided in Advisory Committee packet (Fatality Management and Evacuation Plans, Exercise scenarios from a divisional standpoint).	
	Tom Patmythesis summarized the needed Fatality Management plan very nicely. Very brief, how will you handle fatalities within your facility when you exceed your normal morgue capacity? After that, who do you call? Simple and easy. He cautioned writing plans beyond our scope.	
	Work Groups: Lyn Nelson and Gary Koskiniemi will look at the requirements of satellite phone installation and also how it can be incorporated into the new construction going on right now.	
	EMTrack purchase and pilot. Both Bell and War Memorial offered to receive and pilot EMTrack in their area in cooperation with the User Champions. (Tim Dorsky, Curt LeSage, Dave Kauer, and Sandy Vargo).	

	ESAR-VHP – discussed recruitment to boost numbers by 20%. Alyson advised the National Ski Patrol involvement, and also that this year’s training programs will offer registration fees only to those who are volunteers. Discussion on using the PSA’s and possible TV spots by Pat Hirt. Alyson volunteered to look into possible costs or options available for minimal or no cost.	
	Discussed EMS recruitment and training possibilities. Difficult to make a regional initiative. Tabled until February for further discussion at this point.	
	Work on Region 8 MCC Procedures Manual to begin. Dr. Schoenow reviewed. Alyson noted that it will be our “Operations Manual” and our current “Plan” will be less cumbersome.	
	EMS Disaster Response Plan reviewed. Comments were requested and document was distributed prior to the meeting. Needs to be localized (divisionally). Divisional chairs asked to have this reviewed at their local meeting.	
	Joshua asked what PPE supplies were necessary, prompted by the email a few days ago. Report to him today any other items you’ve identified.	
	“Prepare” training offered to divisions for Gaylord or Lansing. Call Region 8 office with any interested attendees.	
	Diane Krueger gave a summary of the planned Symposium in the eastern UP in the spring. A long discussion followed on requested hospital-related discussion items, possible speakers, etc. The Region 8 Board will incorporate their May meeting into the Symposium timeframe and have a working day following the Symposium to address key issues and any plans pending.	

The next meeting is via Videoteleconference on February 14, and the next live meeting is in March with location to be announced. With no further business, the meeting was adjourned at 4:23 p.m.

Respectfully Submitted,

Alyson M. Sundberg for  
Region 8/Marquette County MCA  
Region 8 Planning Board; January 9, 2008