

Region 8 Healthcare Preparedness Network

Regional Planning Board Meeting Minutes
February 14, 2008 ♥ Video-Teleconference, 11 a.m. Eastern

Present: Joshua Burt, Alyson Sundberg, Curt LeSage, Bob Kirkley, Cindy Gurchinoff, Bonny Cotter, Lyn Nelson, Shelli Arnold, Pat Hirt, Gary Wadaga, Becky Wilder, John Cox, Gary Koskiniemi, Syd Mabie, Karen Litzner

Agenda Items	Description	Responsible/Action
I. Welcome & Introductions	The meeting was called to order at 11 a.m.	None
II. Review & Approval of Agenda for 2/14/08	Motion by Sundberg; Second by Nelson to approve the agenda as presented. Motion passed.	None
III. Approval of Meeting Minutes for January 8, 2008	Motion by LeSage; Seconded by Koskiniemi to approve the January 8, 2008 meeting minutes.	None
IV. Public Comment	John Cox asked the status on getting the bidirectional antenna in place for the Region 8 office so that they could participate more effectively in communication exercises, and be contacted in real events. Alyson noted that El-Com has had the Purchase Order since August, and the original price was based on doing a large project in the MGH ED for \$13,000, with the other antenna thrown in for about \$2,500. As MGH can't afford to pay for the \$13,000 project at this time, El-Com is re-pricing the project on its own and we've been waiting for this for quite some time. El-Com has had some personnel changes, but they are aware that we're waiting for this to move forward as soon as possible.	Alyson will send another request to El-Com to price this and do the work.
V. Discussion Items		
a. Decon Conveyor System	Joshua is working on the return of the systems we received, and ordering the replacements that we need. There will be a price difference, which is included in today's funding requests.	Pending instructions through Purchasing and from Grainger for return authorization.
b. UP-HERT	Letters are being received, and the training is still on track to be scheduled in April or May for those who have signed up.	The UP-HERT coordination team is addressing this and will

		give us updates as available.
c. Pharmacy Cache Update	Joshua said he will start individual contacts shortly with each hospital and pharmacy to return expired meds. He is also ordering the drug lockers, and each hospital will need to advise him of their preference of size and quantity.	Joshua will contact hospitals individually to return drugs. Everyone is responsible for answering his request for drug locker numbers and sizes.
d. Hospital Plans	The plans that are due or overdue at this time are Fatality Management (hospitals), Evacuation (hospitals), Surge (Divisions), Continuity of Operations (COOP), Disaster (hospitals), and ACC Transport (West Div). Josh will bring a list to the 3/5/08 meeting of who has NOT submitted certain plans.	List will be available 3/5/08 at meeting. If you haven't submitted what is required, please do so as soon as possible.
e. Patient Tracking/Salamander System	A meeting on 2/5/08 with Sandy Vargo (Central), Gary Wadaga (West), and Curt LeSage (South). They are working on the system's capabilities and the training that will occur this year. The next meeting is 2/27/08 prior to the EMS Advisory Group meeting.	None
f. FY08 Training Schedule	Joshua put together a list of trainings that he is aware of to date. The state is requesting that we cooperate with the Training Work Group and other regions to maximize the state's training dollars. If hospitals and MCAs want to provide information on training to Josh, he will try to keep a calendar of upcoming events running for the website so you can see who is offering training that you may want to send students to.	Provide upcoming training info to Josh if you'd like it on the training calendar.
g. By-Laws	Alyson noted that the by-law revision has been completed. The only change was the specific day/date information for meetings.	None
VI. New Business		
a. MI-TESA	The MI-TESA (Michigan Transportable Emergency Surge Assistance) vehicles could be requested in Region 8 to support an ACC site or other surge capacity issue. All Divisions should identify a location(s) that would be able to receive the units and support set up. Joshua will post the powerpoint to the website so Divisions can look at the specs and let us know on 3/5/08 where their preferred locations will be.	Look at .ppt and identify MI-TESA compatible locations throughout the Region.

	Joshua also pointed out that it was in one of the recent issues of the OPHP Guardian Newsletter that is available to all partners.	
b. Subcommittees and Workgroups	<p>Alyson put together a list of the various workgroups and subcommittees that are currently in place. A mistake was made on the Divisional Chair for the South (Sorry John!). There will be about an hour before the 3/5 meeting available to these groups if they want to get together to discuss any business they have pending. There are so many projects going on at once, it may be easier to contact one of the members of the individual groups with questions about their program(s).</p> <p>Groups on the list included: Communications, Satellite Phone Pilot, Patient Tracking/Salamander, Divisional Chairs, R8MCC Backups, EMS Strike Teams, ADLS Training, Decon Team Support, and hopefully, Surge Capacity and Casualty Transport will be developed soon.</p> <p>Bonny Cotter asked that we develop a Decontamination/Tent Support Group to provide any assistance to hospitals who are less frequent users of their equipment. Many questions come up when you're trying to set it up, including the air and water heaters, etc. Bonny, Brian Trekas, and Eric Williams will be on this group, and others as interested.</p>	List will be in 3/5/08 meeting packets as well.
c. Division Exercise	Each Division needs to identify their upcoming Exercise that they will seek funding for through the Region. Only "regional" exercises can be supported, but we have gotten permission from OPHP to go to the Divisional level due to our size. Becky Wilder will provide the Central scenario, South will have a date/scenario by the 3/5 meeting, the West Division will be discussing at their meeting the week of 2/18, and the East is planning to exercise their ACC site activation, transport plan, and other components likely in August but will let us know the final date.	
d. Training Goals	The state asked we provide our short- and long-term training goals. We listed NDLS, Salamander, and MCI/Triage as long-term, and UP-HERT and End-User Pharmaceuticals as short-term. Discussion today included adding Pediatrics as a long-term goal due to our low volume of pediatric patients, especially trauma-related.	Joshua will submit our long and short term training goals to Lansing.
e. HAvBED Exercise	The HAvBED exercise will occur in the next week or two. Alyson and Joshua met	Have User Name and

	with Kevin and Shelley in Lansing via phone to clarify our requirements. You will see a “bed” icon next to your hospital name and will be required to enter the current status of beds based on type in the form. It shouldn’t take too long, and will be fairly easy to understand. Josh will report results after the exercise at the 3/5/08 meeting. All hospitals should be sure that they have their User Name and Passwords available to respond to the exercise when he triggers it.	Password information handy to respond to HAvBED exercise.
VII. Informational Items		
a. Con-Space Communicators	Josh is still working on correcting this dilemma. He will bring the harness that was not ordered to the 3/5 meeting. He gave the four options, including return all, return some, etc. We should have all systems in place and operational soon. Bring old equipment to the 3/5 meeting to be returned or addressed.	Bring incorrect Con-Space equipment to 3/5/08 meeting for replacement.
b. Tips for First Responders	Still more to be ordered as we are waiting for OPHP to approve the January funding requests.	None.
c. ESAR-VHP	We are at 11% or our 20% goal to increase numbers. Yippee! Keep pushing brochures out to request people to consider signing up. We’re almost there. OPHP was very happy with our increase to date. We should be on track to hit the goal by 5/31/08 Progress Report. If you need any brochures or other trinkets, please call the office.	Continue to find recruitment sources for MiVolunteer Registry.
d. R8MCC Procedure Manual	Dr. Schoenow is reviewing the R8MCC Procedures Manual development to see what areas we can get started on. The deadline for this project is 5/31/08.	In progress.
e. Status Reports	Hospitals and MCA owe Joshua a status report by March 21, 2008. Shelli asked if we use the same format as previous, and this is yes. Alyson noted to correct the IS-300 and IS-400 question is someone from your organization has attended the recent courses.	All to submit MCA and Hospital Status Reports by 3/21.
f. Stay at Home Tool Kit	With the flu closing hospitals to visitors in many areas, Alyson noted that she put together via her MGH Emerg Prep Committee, an updated version of the “Stay at Home” Tool Kit. It is posted on both the MGH website and the www.reg8.org website. Any area who wants a non-Adobe version can request, but will need to obtain permission for use from the Montgomery County Health Department in Maryland, and the Seattle/King County Health Department in Washington prior to using the materials, as the Central version was adapted with permission from these to agencies.	Copies available on request if desired.
g. Training & Exercises	Joshua reminded the group of the Chemical Exercise still pending from OPHP, the IS-400 Trainings in February, the “Prepare” trainings in April in Gaylord, and the	

	Rural and Ready Symposium in Chippewa in May. The May RPB meeting will follow the Symposium.	
VIII. Funding Requests		
a. Drug Lockers	Motion: Sundberg; Second Trekas to approve an amount not to exceed \$3,000 for the drug lockers. Motion passed.	
b. Grainger Conveyor System	Motion: LeSage; Second Koskiniemi to approve \$7,000 to upgrade the incorrect conveyor systems to the item that we originally intended to purchase. Motion passed.	
c. Point Talker	Motion: Trekas; Second Cox to approve a not to exceed price of \$2,000 for the Point Talker resources to assist with the mobility and visually impaired. Motion passed.	
d. Regional Funding Requests	Discussion on requests received originally from Shelli Arnold for War and the EUPMCA. These were regionalized to help support OPHP approval, but the needs of the various MCA's and hospitals weren't the same. The requests are to be reviewed and discussed on 3/5. The EMS Scholarship funding and MCA communication devices will be discussed with the EMS Advisory Group at Gary Wadaga's suggestion. We will allow the opportunity to discuss and provide recommendations.	Awaiting EMS input on a few, and Planning Board input on 3/5.

The next meeting is March 5, 2008 at Wahlstrom's. John Cox asked that we send information on its location, and Joshua will provide via email. The next EMS Advisory Group meeting is on February 27. Limited video sites will be available to all areas were asked to check with their local hospitals early. With no further business, the meeting was adjourned at 12:02 p.m.

Respectfully Submitted,



Alyson M. Sundberg for
Region 8/Marquette County MCA