

Region 8 Healthcare Emergency Preparedness Network  
**Regional Planning Board • January 11, 2007**  
 LandMark Inn - Marquette, Michigan

**Planning Board Members Present:** Debra Becker, Bonny Cotter, Katy Driscoll, Catherine Flores, Alyson Sundberg, Cindy Gurchinoff, Curt LeSage, Teresa Howell, Kim Kerridge, Bob Kirkley, Gary Koskiniemi, Theresa Pleshe, Fran Ricci, Dr. Dave Schoenow, Brian Trekas, Becky Wilder, Melody Snyder

**Advisory Committee Members/Guests Present:** Jodi McCollum, Mary Beth Hodges, Becky Tussing, Joy Parish, Chad Michaels, Don Manty, Mike Kuopus, Greg Haslow, Aimee Harju, Nancy Gage, Nicole Couveau, Mike MIsna, MD, John Kosinski, MD

**Call to order:** Katy Driscoll, RPB Chair, called the RPB meeting to order at 11 a.m. at the LandMark Inn, Marquette, MI. \*Note the start of the RPB meeting within the minutes. Discussions held within the Advisory Committee meeting are included here.

Agenda Item	Discussion	Action	Responsible Party
<b>I. Approval of Previous Meeting Minutes</b>	The meeting minutes of November 9, 2006 were reviewed with no proposed changes.	Motion to approve minutes of 11/9/06. <b>Motion: Wilder</b> <b>Second: Koskiniemi</b> <b>Motion Passed.</b>	None
<b>II. Approval of Agenda for 1/11/07</b>	The agenda of January 11, 2007 was accepted as presented.	Motion to approve agenda of 1/11/07. <b>Motion: Cotter</b> <b>Second: Sundberg</b> <b>Motion Passed</b>	None
<b>III. Informational and Discussion Items</b>	The Information and Discussion items on this month's agenda are addressed below.	See items listed below.	None
a. Patient Moving Tarps	The Patient Moving Tarps from the November meeting were discussed. Alyson presented the prices that Bill found based on quantity. The tarps were tabled until the next meeting as each MCA/hospital will assess their need and quantity. The vendor for these is Total Lifter.	Informational only.	
b. Broselow Books for each hospital	The Broselow books for each hospital were approved at the November meeting. Don Manty, Bell EMS suggested that we also purchase these for ALS agencies within the division, which would add another \$3,000 to the request.	Motion to purchase additional Broselow Books at \$199 each for a total of \$2,786. <b>Motion: Howell</b> <b>Second: Sundberg</b> <b>Motion Passed</b>	

c. MI-HAN DVD	OPHP provided a 3-minute DVD to share the importance of MI-HAN. This was presented to the group.	Informational only.	
d. Regional Planning Board Travel	Alyson requested that the group consider the approval of the funding needed for Planning Board travel when related to the objectives and specific program initiatives. The amount last year of \$25,000 was not used directly by hospitals/MCAs for program-specific travel, so she suggested a lesser amount would be appropriate.	Motion to approve \$15,000 for Planning Board travel. <b>Motion: Cotter Second: Koskiniemi Motion passed.</b>	
e. Grant Timeline and Progress	The timeline that was submitted with the FY07 grant application was reviewed to discuss whether we are on track with current goals. The trainings to each hospital/MCA by the BT Coordinator(s) is slightly behind schedule, and Roxane will work with the new BT to get this moving forward once they are hired. Other programs are still on track but will need to progress quickly after the March meeting.	Informational only.	
f. NIMS Field Guides	Curt LeSage brought an example of the NIMS field guides that could be used by EMS agencies from InfoMed Systems. The books are approximately \$20/each. A discussion followed on the ability to use these in the hospital EOC's, as those in the EOC's should already be well trained in the NIMS principles and their specific jobs as defined on their Job Action Sheets. It was felt that they could be used to help with writing operating procedures and by the agencies in the field for longer events.	Motion to purchase NIMS Field Guides for EMS agencies at a cost of \$2,000. <b>Motion: LeSage Second: Wilder Motion Passed.</b>	Alyson will submit IAF to OPHP for approval.
g. Security Training for Hospitals	Those hospitals who have completed their Security Vulnerability Analyses submitted them for file and review. Others will complete by the March meeting. Identifying the areas at risk within the hospitals was a priority, and our first step to addressing these will be to provide Security Training in the form of situational de-escalation, etc. Bonny Cotter suggested Jay Maki be contacted for pricing. Hospitals will need to submit their estimates for number of trainees so we can get a total price quote from Jay. GrandView provides a specific course annually to their staff, but we are unable to use the same trainer as they are under licensure and copyright protected guidelines.	Hospitals to submit their SVA's if they are participating in the training, and the estimated number of students for the course.	Hospitals
h. Pediatric Grant Update	The pediatrics grant programs are moving forward. The transfer guide was discussed earlier this morning at the UP Trauma Coalition meeting, and an adult version will also be put into place also. The hospitals in the region (specifically the Emergency Department physicians) who were present at the earlier meeting were very clear that they would benefit from a guide identifying diagnostic needs, transfer facility options, transportation options, and timeframes for patients sorted by condition. The QA program is also moving ahead, with Deb McBane working on developing a tool that will coordinate with other document reporting requirements for EMS that are pending in the near future.	Informational only.	None

i. TNCC Opportunity for Critical Access	Alyson shared a document received from Teresa Howell and Bonny Cotter on TNCC training being covered up to \$1500 for Critical Access hospitals. It was requested that hospitals utilize these funds before using HRSA TNCC funds.	Informational only.	None
j. Zumro Use in Cold Weather	Alyson shared that MGH did an outdoor cold-weather exercise with their Zumro tent this past week, and the heater had a difficult time keeping up with the need. We will be checking the tent specifications to see what the heater was rated with the door flaps open.	Informational only.	None
k. Pediatric Decontamination DVD	OPHP provided a DVD approximately 12 minutes long that is a great training tool for pediatrics and decontamination issues. Those hospitals who had viewed it before the meeting all shared that it was well done and worth using in your Decon Team trainings.	Informational only. Additional copies should be requested from OPHP if desired.	None
<b>III. Old Business</b>			
a. Exercise Planning	Each division shared their current status for planning the Spring 2007 exercises. At the March meeting, we will discuss the details, participants, and finalized objectives of the exercises. A checklist of all the required items for exercises will also be provided at the March meeting to be sure each Division is covering all areas needed.	All divisions to finalize their anticipated exercises by March.	Each Division
b. Communications Failure Plans	A reminder to each division was shared about developing a plan locally for sharing information when the phone/long distance lines go down, as they have twice in the last six months.	Informational only.	None
c. SNS Training Subcommittee Update	Cal Burdick was not present at the meeting, but Alyson shared that his anticipated date will be April 24 for the SNS MI-TED exercise for our region. Save the date, as most will need to be involved at some level.	Informational only.	None
d. Communications Subcommittee	Did not meet.	No action	None
e. MOU Update	Alyson shared that the MOU between hospitals has been completed and all CEO's were provided an opportunity to review and ask questions at the January CEO/UPHCN meeting. No additional problems were identified, and it will be distributed for signature. This will allow the forward progress of the other programs we have had on hold, such as UP-HERT.	MOU complete. Informational only.	None
f. Radio Checks	Each division is now doing or planning on doing their radio checks. South and west have been doing their checks for a while. Central just started in the last month. The Eastern Division will be putting their program together before the next meeting.	Informational only.	None
g. Command Center Locations	A reminder was shared that each hospital needs to provide Roxane with the location of their hospital proposed EOC and any contact information or fax numbers that would be beneficial.	Informational only.	None
h. Patient Tracking System use.	The Patient Tracking System is available for use in any division during exercises. Roxane is the contact for this and will set up any additional training you may need for new users. Encourage its use in your area to familiarize as	Informational only.	None

	many EMS and ED staff as possible with the program.		
i. Non-ambulatory patients in the Decon tents.	John Cox asked a few meetings ago for us to consider a system for decontamination of non-ambulatory, stretcher-bound patients. This is still on the table, and will be addressed at the March meeting.	Informational only.	None
j. Region 8 Medical Coordination Center (R8MCC)	The group was advised that the UP 9-1-1 Managers have approved the use of 9-1-1 to contact the Region 8 Medical Coordination Center R8MCC staff for events when needed. Promotional information will be distributed to all hospital EDs, EMS, dispatch centers, Emergency Managers, and other appropriate individuals as needed. The pager numbers are available to contact HRSA staff, but in urgent situations, the 9-1-1 centers will be our back up.	Informational only.	None
k. Pharmaceutical Cache Update	Bill put in a tremendous amount of work in developing the Hospital Cache system while he was here. Eric Peterson of Portage provided the professional guidance throughout this program, and we can't thank him enough for the time and thought he's given to the effort. As soon as the new BT starts, we will finalize this project and distribute the remaining supplies.	Informational only.	None

The next meeting will be on March 7, following the UP Trauma Coalition. Many members have current conflicts with Thursdays, including all of the Public Health EPC's. For this reason, we will tentatively shift to Wednesdays on a meeting-by-meeting basis.

With no further business, the meeting was adjourned at 2:25 p.m.

Respectfully Submitted,

*Alyson Sundberg*

Alyson Sundberg, MCMCA Coordinator  
Marquette County