

Region 8 Healthcare Emergency Preparedness Network
Regional Planning Board • March 7, 2007
 Holiday Inn - Marquette, Michigan

Planning Board Members Present: Gary Wadaga, Alyson Sundberg, Gary Koskiniemi, John Cox, Bonny Cotter, Cindy Gurchinoff, Shelli Arnold, Becky Wilder, Roxane Gardner, Diane Bur, Tom Patmythes, Brian Trekas, Theresa Pleshe, Cal Burdick, Dr. Schoenow, Dr. Gephart, Curt LeSage, Deb Becker, Jon DeWitt, Teresa Schwalbach, Cathy Flores, Fran Ricci, Melody Snyder, Pat Hirt, Mary Beth Hodges (HRSA Staff), Roxane Gardner (HRSA Staff)

Advisory Committee Members/Guests Present: Aimee Harju, Kevin Chau (OPHP), Chris Laviolette, Jim VanEck, Greg Haslow, Deb McBane, Julie Monville,

Call to order: Discussions held within the Advisory Committee meeting are included here. Items needing approval from the Regional Planning Board were discussed and approved in the meeting as necessary.

Agenda Item	Discussion	Action	Responsible Party
Approval of Previous Meeting Minutes	The meeting minutes of January 11, 2007 were reviewed with no proposed changes.	Motion to approve minutes of 1/7/07. Motion: Sundberg Second: Wilder Motion Passed.	None
Approval of Agenda for 3/7/07	The agenda of March 7, 2007 was accepted as presented.	Motion to approve agenda of 3/7/07. Motion: Cox Second: LeSage Motion Passed	None
I. Introductions	Those in attendance introduced themselves and Mary Beth was announced as the new BT Coordinator for Region 8. She asked that everyone identify which board level they participate in when introducing themselves so she could try to place each individual in the appropriate groups.	None	None
II. Information and Discussion Items	The items discussed are noted below.	None	None
a. Kevin Chau, OPHP on Michigan Health Alert Network	Kevin Chau, OPHP, presented an overview to the group on the use of the Michigan Health Alert Network system. He concentrated on the Document Library and a few of the newer features such as alerting specific individuals rather than having to use the assigned roles. Kevin provided the group with information on who to contact with concerns, and the proposed changes yet to come. He also discussed the interoperability of the system with	Informational only.	

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	Wisconsin, and explained that it is being reviewed (also with Ohio, Indiana, etc.), and touched on the problems currently being encountered with the interoperability plan.		
b. MOU Update	Alyson told the group that the MOU between the region's partnered hospitals was shared at the February UPHCN CEO meeting, and all of the questions that they had were addressed. The document will begin to circulate to all hospital administrators for signature. This will allow the ongoing efforts for UP-HERT, etc. to move forward as they have been on hold awaiting this document.	HRSA staff will distribute the MOU to all hospital administration in the Region.	HRSA Staff
c. Grant Timeline and Progress	The grant timeline and progress report were presented in the materials today, including the Regional Operations Plan links on the MI-HAN. All in attendance were advised to review the Operational Plan for accuracy, and report any inaccuracies as soon as possible. The next reporting period will close and be submitted no later than 3/16.	All hospital and MCA Representatives concur with the current Operational Plan as accurate and that they can carry out the designated roles that their facility shares as defined in the document.	Hospital and MCA HRSA Planning Board Representatives are responsible to point out any areas that are incorrect.
d. Triage Tags	A discussion regarding the Triage Tags (LaserBand) followed. Those hospitals that have been utilizing the tags for training, and the Patient Tracking System ongoing trainings have caused some areas to run short. Also, the upcoming mass casualty and mass fatality requirements of this spring will use up even more tags. The group determined that a need for additional tags was urgent, and that we would go ahead and buy a supply.	Motion to purchase additional LaserBand Triage Tags at \$7,500. Motion: Ricci Second: Trekas Motion passed.	Approval requests to go to OPHP.
e. Response Tiers 1-6	Mary Beth reviewed with the group the levels of response and the terminology currently being used. She suggested that the regional partners get used to the terms and incorporate them into their local response plans. The Levels 1-2 are mainly local and interhospital, inter-county. At the Level 3 stage, R8MCC should be included, and local Emergency Management, if not already done so. The level of 4-5-6 are large-scale state-wide, multi-state, and federal assistance levels. The graphics she provided made it easier to understand where each level was and the responsibilities of all the partners within each.	Informational only.	

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f. Pediatric Grant Update	Deb McBane, contractor for the Pediatric Grant program, shared with the group the information that she has gathered so far in regard to the Pediatrics Quality Improvement program. She also shared the anticipated changes she has heard about while researching this project. She has been following the State EMS for Children and Pediatric committees for any updates, and has also been watching the information being made available from other relevant sites and agencies. She has been meeting with state and national representatives to be sure that we have the most current information available to us.	Informational only.	
g. NIMS 300 and 400	Mary Beth gave an update on the NIMS progress and the new IS 300 and IS 400 requirements of hospitals. Two people are going to Lansing next week for train-the-trainer (Jim Loeper and Bryce from Mackinac), and will be setting up programs throughout the Region to provide these two on-site courses, that are 4 and 8 hours respectively. She also provided the latest guidelines for hospitals (as did Don Brown through Marge Braumschrieber) and the minimum trainings that the Michigan State Police Emergency Mangement Division have authorized.	Informational only.	
h. MEMS Planning Tool Final Version	Mary Beth gave an overview of the current MEMS Planning Tool, which she felt was the easiest to decipher of all versions to date. She reviewed the content, and provided a copy for each planning member to bring back to their hospital/MCA/EMS area for review. The review should assure that all partners know what the document entails and where they fall in regard to responsibility in implementing its components.	Informational only.	
III. Old Business	The Old Business on the agenda was discussed as identified below.	None	
a. Exercise Planning Progress	<p>The Divisions each shared their current level of planning for the Spring exercises. Mary Beth plans to distribute a checklist shortly for each division to be sure they are meeting the requirements of this year's program.</p> <ul style="list-style-type: none"> a. Central – Diane Bur identified that they are going to be doing an evacuation of all three hospitals on different days, and will incorporate mass casualty and mass fatality into the plans. b. South – Jon Cox shared what his current objectives are and the events planned in his area. They will be meeting next week to finalize their planned events. c. Western Division – Fran Ricci & Mary Beth were able to share with the group, the events that are currently being planned in their area. They are also going to incorporate the flu clinics again this year into their preparedness activities. 	All divisions to submit their goals/objectives to HRSA office to receive their funding as requested.	All Divisional Chairs

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	<p>d. Eastern Division – Shelli Arnold provided an overview of the various events, including an MCI with a hazmat spill, and other a bus accident in the Newberry end of the division.</p> <p>All areas were advised that in order to receive their requested funding, the goals/objectives and a list of the participating agencies must be submitted as soon as possible. The funding will be released after we receive these items, and the follow-up will require submitting an After Action Report to complete the funding requirements.</p>		
b. SNS MI-TED Program	<p>Cal Burdick provided the group with a great overview of the anticipated SNS MI-TED training and exercise that is scheduled for late April. (4/24 from 8 a.m. to 4:30 p.m. Eastern) He explained the objectives of the exercise, and the local requirements in order to be able to host this event. He encouraged that the Planning Board invite the response personnel within their facilities, including their hospital pharmacies to assure that the message of the resources be shared. The intended audience includes Emergency Management, Public Health, HRSA staff, law enforcement, and hospital emergency response personnel. The event is scheduled for Marquette County at the Airport Service Center building. All were provided with a brochure describing the event and contact information. Cal asked if HRSA could support the conference with necessary refreshments, and set up costs.</p>	<p>Contact Cal Burdick at 475-5649 to RSVP.</p> <p>Motion to support refreshments at the MI-TED program at \$1,000. Motion: Burdick Second: Schwalbach* Motion Passed.</p>	All HRSA Representatives
c. Communications	<p>Curt LeSage gave an overview of what his committee has been addressing (Joel Bach and himself, with the recent addition of Roxane). He did remind the group that the intent of this committee was to address “border” communications, and we have taken the liberty of requesting input on any communications related issue. Thanks Curt & Joel! He was able to provide us with some information, specifically that the use of the common VHF frequencies will likely remain the source of stable interoperability for the border areas at this time, as they availability of 800 MHz doesn’t seem to be common in all of the bordering areas. To support the EMS Advisory Committee request for an EMS 800 MHz exercise, we will request funding in the amount of \$2,500.</p>	<p>Motion to support EMS 800 MHz training exercises at \$2,500. Motion: LeSage Second: Sundberg* Motion Passed.</p>	None
d. Pharmaceutical Cache Update	<p>Mary Beth gave a thorough update of the programs to date. The hospital pharmaceutical caches are pending final release of information needed to complete the binders that will be distributed to the hospital pharmacies, HRSA staff, and public health EPC’s. The current drugs that will expire in this fiscal year need replacement and additional drugs needed to complete the caches are also being requested in the amount of \$67,000. A discussion followed regarding the pharmacies and their inability to participate fully in the process,</p>	<p>Motion to approve \$67,000 to order remaining balance of cache drugs and for replacement of expired drugs. Motion: Trekas</p>	HRSA Staff to request approval through OPHP.

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	including storing and utilizing/rotating the drugs. A suggestion was made that in the future, we provide the funding to the hospitals to order the needed cached drugs themselves, so that they are a part of their electronic inventory process. The UPHCN Pharmacy Committee will be approached with this at their next meeting. Roxane will let us know when that is scheduled.	Second: Ricci Motion Passed.	
IV. R8MCC/HRSA Project Update	Updates on the various HRSA-staff specific projects were reviewed.	See below.	
a. Database Requirements	Roxane gave a list to each hospital and reviewed the items that she has not yet received from them in order to complete the Operational Plan and Database inventories. All hospital RPB representatives are responsible for this information as it reads in the Operational Plans and in the databases, so it is recommended that they review and update the information as needed with Roxane.	Hospital representatives who have not submitted all items are responsible for the accuracy of the information in the published plans.	Hospital RPB representatives
b. Requesting R8MCC	<p>Alyson noted that the ability to request the assistance of the R8MCC was approved through the 9-1-1 Managers, but that route is for urgent/acute situations. The HRSA staff pagers are appropriate for those situations that you are able to make the 1-2 calls that may be required. We don't want to abuse the right to use the 9-1-1 system. Educational materials will be needed for the dispatchers, the ED nurses, the EMS agencies, and representatives of your hospital and local EOC's, including Emergency Management. A funding request of \$5,000 was made to provide promotional items to encourage the system and use of R8MCC, along with education on its purpose, etc.</p> <p>Roxane continues to put all of the information into the database, and we are anticipating contracting the final Access database preparation out to a computer vendor for interoperability among the users (ETeam users versus R8MCC folks, etc.) It will cost approximately \$5,500 to get the database electronically secured on the web with 128-bit encryption and usability by other authorized users.</p>	<p>Motion to approve \$5,000 for Region 8 MCC promotional items. Motion: Ricci Second: Koskiniemi Motion Passed.</p> <p>Motion to approve \$5,500 for database development. Motion: Schwalbach Second: Sundberg* Motion Passed.</p>	HRSA staff will request OPHP approval and order items.
c. UP-HERT Team Updates	Roxane gave the group a complete update on the status of the policies and procedures for UP-HERT, the recruitment efforts that can now go forward, and the intent of developing the team and the subcommittee involvement back on track. The program has been on hold for a year due to the MOU being held up.	UP-HERT subcommittee will reconvene and review policies.	Roxane will contact the UP-HERT Subcommittee
d. Volunteer Registry	Roxane provided information on the Michigan Volunteer Registry, the number of volunteers we are at currently, and the importance of promoting this in your local areas. She also discussed the updates from the State level, and Kevin Chau, who serves as a back-up to Virginia Ball, gave a few other updates.	Informational Only	None

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	Questions on the Michigan Volunteer Registry should be directed to Roxane.		
V. Final Funding Request Summary	Alyson listed all funding requests as they have come up throughout the day.	See below.	None
a. Funding Requests from 3/7/07 in addition to those listed elsewhere in the minutes.	<ol style="list-style-type: none"> 1. Triage Tags at \$7,500 – Approved. 2. Promotional Items at \$5,000 – Approved. 3. Additional Patient Tracking System Readers at \$15,000 – Approved (Motion Cox/Second Koskiniemi; Motion Passed) 4. Pharmaceutical cache replacements at \$67,000 (Motion Trekas/Second Ricci; Motion Passed) 5. Travel Requests for Planning Board at \$15,000 (Motion Cox/Second Ricci; Motion Passed) 6. Security Training 40 attendees @ \$25/16 hospitals at \$16,000 (Motion Arnold/Second Wilder; Motion Passed) 7. EMSsystem annual subscription \$12,000 (Motion Pleshe/Second LeSage; Motion Passed). 8. Additional patient evacuation equipment to support the healthcare facility exercises upcoming at \$30,000 split between Pandemic and HRSA. (Motion Sundberg/Second Cox).* 	All approved as presented with discussions above.	Alyson to submit to OPHP for final approval.
VI. Other Business	Dr. Gephart requested that the group review the current ACC site status, and the intended staffing and use based on the Pandemic Flu scenario. The use of these sites for infectious versus suspected patients was discussed. Also, the use of oxygen at the ACC sites was discussed and the potential for oxygen generators. The group will review and come back to the May meeting with final decisions per each division. The funding available for Pandemic Flu Planning was reviewed, and some programs are in progress. The funding set aside for this needs to be requested to provide support for the planning activities that are going on throughout the Region. The ACC site set up manual and Job Action Sheet project will be moved forward, and also the final development of the Employee vaccination programs.	Implement current Pandemic Plans as listed in Application at \$27,000. Motion: Driscoll Second: Sundberg* Motion Passed.	To be submitted to OPHP for approval.
a. Pandemic Flu Lectures	Dr. Gephart's Pandemic Flu Lectures are available at all hospitals on request, and the application for CME's has been submitted.	Contact HRSA office if you'd like to schedule for your physicians.	All RPB representatives
b. Homeland Security Conference	The group talked about the May Homeland Security Conference in Grand Rapids, with Teresa Schwalbach and Greg Haslow giving updates on the programs and other key points. Those who wish to attend are to contact HRSA, and Regional Planning Board representatives will utilize Planning Board travel to pay for their mileage/lodging as needed to attend. Additional funding will be requested. Also, funding for NIMS IS-300 and 400 support through	Authorize mileage and lodging for those attending the MSP Homeland Security Conference and NIMS 300-400 roll outs at	To be submitted to OPHP for approval.

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	Loeper/Bryce when they are ready to put on the programs will be requested.	\$6,800. Motion: Schwalbach Second: Cox* Motion Passed.	
c. Medical Control Seminar	The MDCH EMS & Trauma Systems Section will provide a Medical Control Seminar at no cost on March 25 and 26 in Traverse City. As there will be discussion at that meeting on Emergency Preparedness programs per their agenda, the group felt it appropriate for the HRSA MCA representative to use RPB travel funds to attend.	Informational only.	None
d. Pandemic Brochures	The group was provided their 200 copies of the Pandemic brochures that were printed after Becky Wilder was kind enough to share an example with the group back in September.	Informational only.	None
e. Broeslow Books	The hospitals were each provided with their copy of the Broeslow Pediatric Resuscitation and Infusion Guides that were ordered per previous decisions by the Planning Board.	Informational only.	None
f. Trauma Conference	Alyson and Roxane have begun the initial planning of an EMS-focused Trauma/Pandemic conference currently anticipated to run 1 ½ days in September, with a focus on EMS. Other disciplines will be welcome to attend, and we will try to secure CME/contact hours for nursing/MD's. There is a similar Trauma Conference being offered the weekend of September 9, and we could share speakers to save money if possible. These speakers already have CME's approved for their presentations. It would be a good opportunity for ED physicians to network with EMS folks. The anticipated cost of setting this program up is estimated to be \$12,000.	Sponsor Trauma/Pandemic Conference in the fall at \$12,000. Motion: Sundberg Second: Bur* Motion Passed.	

*Denotes items voted on electronically following the meeting. All Planning Board support/voting on file.

With no further business, the meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Alyson Sundberg

Alyson Sundberg, MCMCA Coordinator
Marquette County