

Region 8 Healthcare Emergency Preparedness Network
Regional Planning Board • January 12, 2006 • 10:00 a.m. EST

Present: Cindy Thome (Chair), Gary Wadaga, Alyson Sundberg, Brian Trekas, Dr. Kirk Lufkin, Gary Koskiniemi, Bill Fyvie, Katy Driscoll, John Cox, Tom Patmythes, Bob Powell, Bonnie Cotter, Cindy Gurchinoff, Teresa Howell, Dr. Ed Bigsby, Teresa Schwalbach, Greg Place, Mary Beth Hodges, Cathy Flores, Joel Bach, Pat Hirt, Shelly Arnold, Cal Burdick, Becky Wilder, Tammie Hartwig, Rich Thome

Call to order: Cindy Thome, RPB Chair, called the meeting to order at 10:14 a.m. in Conference Room #4, Marquette General, Marquette, MI.

Agenda Item	Discussion	Action	Responsible Party
Approval of Previous Meeting Minutes	The meeting minutes of November 10, 2005 were reviewed with no proposed changes.	Motion to approve minutes of 11/10/05. Motion: Bigsby Second: Flores Motion Passed.	None
Approval of Agenda for 1/12/06	The agenda of January 12, 2006 was accepted as presented.	Motion to approve agenda of 1/12/06. Motion: Fyvie Second: Driscoll Motion Passed	None
III. Action items: a) Antivirals – Dr. Gephart	\$13,100 is available for ensuring an adequate supply of antivirals to treat the staff of our hospitals and their families. 25 doses will be available for each region with 50 doses for the Central and East regions. 5 doses for pediatrics in South and West regions.	Motion to approve \$13,100 Motion: Flores Second: Bigsby Motion Passed	None
b) Stretchers – Bonnie	\$26,000 was approved for the purchase of patient moving devices such as two wheeled stretchers that can convert into a cot. This is for evacuation of patients and setting up temporary patient care areas. It was noted that there are 50 cots in our ACC site packs. Baraga mentioned that they would prefer to have a tarp and a stairs chair for moving patients. The group felt that this was appropriate for them. \$1,500 will be allocated for each hospital to purchase what they feel they need to evacuate patients. PVC stretchers were a popular item. A list of choices will be offered to members for the March meeting. By choosing from the list provided we will be able to get better pricing.	Motion for \$1,500 for each hospital Motion: Sundberg Second: Hartwig Motion passed	Alyson Sundberg will provide list of choices for members.
c) Training	Greg Place is the administrator of our region’s MI-HAN program. He is coordinating training for all new people to the system. Greg also talked about the National disaster Life Support (NDLS) Course. It is currently being held at the University of Georgia. The Train the Trainer course is being offered in Region 7. The first part is for the Basic Disaster Life Support (BDLS) course. The last part is for the Advanced Life	Greg to continue to coordinate with Region 7 staff on possibly doing a cooperative program on BDLS.	All members to review BDLS.com Planning Board

	<p>Support (ADLS) course, which is for physicians, ER nurses and ALS. The last 7 hours is the trainer course. We are hoping to combine our efforts with Region 7 (we are region 8) and bring a group here to do an advanced course for Physicians. The instructor course costs \$44,000 which we would help defray the costs by offering \$15,000. Otherwise, we could send people to Georgia. The cost is \$400 for the Trainer (Advanced) course and \$200 for the Basic course. Check out the website at BDLs.com for the next meeting in March.</p> <p>HERT training is being done in the last week of February. It was noted that most hospitals haven't sent in any applications for the HERT.</p>		<p>members to check with their hospitals to see where the applications for HERT are at and encourage the selection and sending of personnel to be part of the HERT.</p>
d) Regional Operations Plan Approval	<p>Send changes to Alyson. The November edition, which is the most current, is on the website: reg8.org.</p>		<p>All members to review the Regional Operations plan on the reg8.com website.</p>
e) Generators – Bob Powell	<p>The group decided, per Bob's recommendations, to go with a generator that is 10 KW or more; is gas operated and holds at least 10 gallons of gas or more, and; is portable. \$45,000 is appropriated for this. \$3,000 is available for each hospital not to include the VA.</p>	<p>Motion for \$45,000: Motion: Bach Second: Fyvie Motion Passed.</p>	<p>We will review generator choices next meeting.</p>
f) MOU	<p>\$5,000 approved to cover attorney fees. CEO's and Physicians are concerned about the liability and reimbursement issues. The MOU is to help each other in times of need. It is not expected that the amount will total \$5,000, as the MOU is already in draft form and needs some revisions and legal counsel review. Gary Wadaga suggested that we move for a not-to-exceed of \$5,000 and go ahead and process.</p>	<p>Motion for \$5,000. Motion: Bigsby Second: Fyvie Motion Passed</p>	<p>None</p>
g) Wireless Cards for Laptops	<p>Wireless cards were approved for our MI-HAN EMS and EOC laptops.</p>	<p>Motion to purchase cards. Motion: Cox Second: Trekas Motion Passed</p>	<p>Alyson will get least expensive price for cards.</p>
IV. Fiduciary Report	<p>We have spent \$155,000 on projects for this fiscal year. We have spent \$259,000 on NIMS training; \$78,000 on education. We plan on doing an active exercise utilizing ACC sites.</p>		<p>None</p>
V. Informational Items: a. Pediatrics Grant update	<p>We have not been able to fill some of the PALS courses. A course is scheduled in both Manistique and Ironwood on January 30 and 31. There is also a PALS course in March at Portage Health Systems. Reimbursement is available for this course. TNCC will be held in Newberry in April, reimbursement is also available through HRSA, see Alyson.</p>		<p>None</p>

<p>b. NIMS Guidelines</p>	<p>Names of all trained personnel and changes in policies and procedures to show the inclusion of NIMS must be sent to Alyson/Greg on a monthly basis for inclusion in the Progress Reports. All personnel and changes to policies must be completed by August 31, 2006. All members of EOC, CEO's, Board members to EOC, members of LEPC, and Liaison Officer of EOC must all take the IS-700 course. Board members to EOC and LEPC must also take the IS-800 course found on FEMA website, although this is not a requirement of the HRSA program, but of Emergency Management. Management team and all staff involved in Disaster planning must do the IS-700 course. Some facilities have 80 % of their full staff doing the IS-700 course.</p> <p>Performance Improvement plans need to track NIMS compliance. Remember that you must have four personnel available 24/7 who can don Level C protective gear and preferably decontaminate patients while wearing Level C. ER personnel are being trained to include nurses, doctors, support personnel, security and decon teams. Recommend including NIMS and Level C protection with new Nurse orientation at partnered hospitals, to meet these ongoing requirements.</p>		<p>Send the number of NIMS trained individuals to Alyson on a monthly basis.</p>
<p>VI. Exercise Planning for this year's regional exercise: a. MEMS/ACC Sites/EMS</p>	<p>South Division will have exercises in the spring and fall. The Central Division will have their exercise with a focus on Pediatrics this spring. The requirements include incorporating MEMS implementation, use of ACC sites and EMS in these drills. Also, we need to include requesting mobilization of one of the pharmaceutical resources (Chempack, MEDDRUN, or hospital caches) into the exercise.</p>	<p>Committee is in place to develop an exercise to meet the criteria.</p>	<p>Committee will report their progress at next meeting, and following the March 6 orientation session.</p>
<p>b. Regional/Divisional</p>	<p>This year we are gearing up for a region wide drill. It will be divided into four divisions. There will be a videoconference for orientation for the drill on March 6th, 2006 from 10:00 am to 12 noon, per Cindy Thome. The regional drill must reflect the needs identified in our Hazards Vulnerability Assessments, keying on the most risk, highest risk, and highest impact areas of our assessment. Update Alyson on the Decontamination Team development. We need four personnel available 24/7 with the ability to don Level C protective equipment and decon patients. HERT participation has been slow to develop. Be sure that all of your facilities have the applications for those interested so they can be a part of the U.P. Hospital Emergency Response Team. Alyson will send out questionnaires regarding this. One of the holdups has been CEO's that have concerns on reimbursement and liability. The MOU development should help this process move forward.</p>	<p>Committee is in place to develop an exercise to meet the criteria.</p>	<p>Alyson to send out questionnaires.</p>
<p>VII. Other: a. PAPR Batteries</p>	<p>New batteries and chargers to replace the old ones issued with our original PAPR units have arrived with two facilities not receiving them, Baraga and Iron River. Keweenaw received 2 sets. Throw old chargers away. Only send the old batteries back. One suggestion that one area has put into place is to use the old chargers in their off-site decon equipment trailers if they have these. Other ideas are to store in an emergency</p>		<p>None</p>

	vehicle that would normally go to a scene where you would potentially need these.		
b. Carts for Zumro tents	It was felt that there is a need for carts to better organize and move our decon tent equipment. We will revisit this next meeting and vote upon the kind of funds to dispense to agencies with tents so that they can purchase a cart. Bill Fyvie has information on a cart built to hold the Zumro tent. It costs \$1,500 plus shipping. We will revisit this at the March meeting.		Bill Fyvie will bring information to meeting.
c. Trailers for Zumro tents	To better meet our needs for regionalization and supporting other facilities and counties we are looking at the costs of trailers to haul our tents to sites away from our facilities. NIMS money can be used for this. It was decided that there has been enough money distributed throughout the HRSA program for the U.P. that could be used for trailers if you need one. The federal guidance documents do restrict trailer purchases, and require that the federal officer be contacted prior to trailer purchases to assure that you are coordinating equipment with your local Emergency Manager and with other programs that make all equipment intraoperable (i.e. as required by the NIMS program).		None
Next meeting	The next meeting will be on March 16, 2006, location TBA, due to the March 6 tabletop orientation that is scheduled.	All present agreed upon the date selected for the next meeting.	None

With no further business, the meeting was adjourned at 12:00 noon.

Respectfully Submitted,

Gary M. Koskiniemi

Gary M. Koskiniemi
 Planning Board Secretary
 Director of Nursing Services
 Munising Memorial Hospital