

Region 8 Healthcare Emergency Preparedness Network
Regional Planning Board • May 2, 2007
 Ramada Inn - Marquette, Michigan

Planning Board Members Present:

MCA: Alyson Sundberg, Gary Wadaga, Curt LeSage, Pat Hirt, Becky Wilder, Kim Kerridge,
Hospitals: John Cox, Bonny Cotter, Cindy Gurchinoff, Shelli Arnold, Bonny Cotter, Brian Trekas, Deb Becker, Cathy Flores,
 Teresa Howell, Melody Snyder, Bob Kirkley
Additional PB: Teresa Schwalbach,
HRSA Staff: Dr. Gephart, Mary Beth Hodges, Roxane Gardner

Advisory Committee Members/Guests Present:

Public Health: Cal Burdick, Sheila McNulty, Ray Sharp, Mark Weber, Sharon Engelsjerd
Tribal Health: Amy Powers, Joy Parish,
Hospitals: Aimee Harju-HNJH, Dawn Foomilly-OSF

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 from 3/7/2007	The meeting minutes of March 7, 2007 were reviewed with no proposed changes.	Motion to approve minutes of 3/7/07. Motion: LeSage Second: Cotter Motion Passed.	None
Approval of Agenda for 5/2/2007	The agenda of May 2, 2007 was accepted as presented.	Motion to approve agenda of 5/2/07. Motion: Cox Second: LeSage Motion Passed	None
I. Introductions	Those in attendance introduced themselves. A newly appointed Hospital Planning Board member was named for Mackinac Straits, Karen Litzner. Her appointment was made two days before the meeting and she was not able to attend. Neil Swigert, TCS, Inc. was introduced and available throughout the day with a display of decon equipment and supplies.	None	None
II. Information and Discussion Items	The items discussed are noted below.		

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a. Regional Planning Board Chair	Alyson announced that Katy Driscoll will be retiring prior to the next meeting, and we will need a replacement for her as Regional Planning Board Chair. She has been very helpful throughout the life of the grant, and has attended most, if not all, meetings. Her expertise and contributions will be missed. Previous chair was Cindy Thome, who also was very involved and helpful in directing the group, leading the meetings, and offering assistance to the HRSA staff when questions came up. Alyson requested volunteers, to which there were no takers. She is the Advisory Committee Chair, and can lead that meeting, but the Regional Planning Board Chair needs to support the applications and financial requests with their signature identifying the Board's support.		
b. MI Volunteer Registry Letter	Roxane reviewed the www.mivolunteerregistry.org letter that she distributed to all PB members. She gave the group the current compliance numbers and noted that people still have a hard time remembering their passcodes when needed. She will be sending out a high-level alert in a couple of weeks to assist with clearing out some of the folks that are no longer a part of the hospital systems. It was suggested that we clean house of the employees who no longer hold certain positions. Alyson asked if we could let people know ahead of time that the high-level alert was coming, to help us distribute passcodes or instructions to those with questions early. There are some who will have phones ringing at home, cell phones, etc., and Roxane will be inundated with calls needing to know how to acknowledge. In a high-level alert, most people have their profile to activate all types of communication devices, including pagers, home phones, cell phones, etc. Curt LeSage noted that a "test" doesn't really test when you warn everyone ahead of time. Alyson pointed out that as long as the people inquired about their profile and passcodes, it didn't really matter if they clarified this before or after the actual alert.	Ongoing support of MI-HAN. High level alert forthcoming.	Roxane
c. Security Training Proposal	Alyson advised that Jay Maki met with her to develop his formal proposal to provide the de-escalation trainings that we discussed in January and March. He has submitted a price of \$14,281 for 200 students from the 14 hospitals. This number will be increased as needed based on attendance. He will be contacting each hospital PB member to set up a convenient time and place to provide the training. EMS is encouraged to be invited, as are all staff in your hospital.	Personal Safety Strategies will be contacting each hospital to complete security training by 12/31/07.	All PB members
d. R8MCC Promotion	The R8MCC promotional materials have been ordered and all are being asked to share its purpose with EMS and ED staff, as well as hospital disaster preparedness folks. Ideas were solicited for additional items, and suggestions	Promote R8MCC in the Divisional and local areas.	All

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	were made such as calculators, stethoscope tags, and others. Alyson will ask Nikki to look into additional items to promote the 222-3051 pager number that activates Mary Beth, Roxane and Alyson at once to respond to the hospital, EMS, or area requesting assistance.		
e. MI-HAN Subscription Folders	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.	None	None
f. NIMS Update	Teresa Schwalbach shared that Jim Loeper has completed the NIMS 300 and 400 trainer course, and will be available to start training to those who need it soon. The US Coast Guard also has one person trained to help with NIMS IS-300. This is not currently a requirement of hospital representatives or MCAs, but will likely be requested and/or required in 2008. Mary Beth suggested that hospitals try to get it as soon as it is available in the local areas, as it will be difficult to find courses locally with so few instructors available. The IS-300 is a 3-day course, and IS-400 is a 12-hour course.	One person from each hospital representing disaster preparedness should attend NIMS IS-300 and IS-400 as soon as it is available in their area.	All
g. SNS Exercise Overview	Cal Burdick gave a summary of the April 24 SNS Exercise held in Marquette County at the Sawyer Service Center. Many good questions came up during the exercise, and it was interesting to see the size and work that would be involved in distribution by local public health departments. Eric Peterson of Portage and Mary Beth finalized and distributed the Hospital Cache Pharmaceutical binders at the SNS Exercise as well, and Eric explained to the group how to utilize. Those in attendance who had not attended the Exercise were given their binders as well.	None	None
h. Surge Capacity Plans	Alyson noted that the Surge Capacity Plans, which are pretty familiar to all of us, have never been formalized in writing. The requests for trailers on today's funding request information requires that we complete the major portions of the MEMS preparedness plans and that a Regional Surge Capacity Plan be in writing for inclusion in the Regional Operations Plan. Curt LeSage volunteered to bring back this requirement to someone in his Department who may be interested in working on the Plans and developing them into a formal document. Only one "Regional" plan is needed, but at our own convenience and request, we broke into four Divisions back in 2003. This has	Complete Divisional and/or Regional Surge Capacity Plans.	Curt LeSage will check and let us know.

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	<p>allowed us to work in smaller groups and more geographically specific information has been put together. This also, however, causes us to need either four Divisional Surge Capacity Plans that are coordinated, or one Regional Plan, and start looking more at our ACC site supplies and information as one group rather than four separate entities.</p>		
<p>i. Pharmaceutical Update and Expiration Policy</p>	<p>The Hospital Cache binders were distributed at the SNS Exercise on April 24. See SNS exercise above for information.</p> <p>The expiration policy and the options were discussed, including hospitals purchasing direct with reimbursement versus mass purchasing and distribution by HRSA staff.</p>	<p>Informational only.</p>	<p>None</p>
<p>j. Salamander Technologies and EMSystem Updates</p>	<p>Mary Beth distributed a CD with EMSystem and EMResources documentation and tutorial information. Roxane reviewed the current use of the Salamander system. Dr. Schoenow attended a meeting at the end of April in Traverse City with the Salamander Technologies company and the other Regions to discuss the compatibility issues with EMSystems. Alyson noted that we are still behind on the use of EMSystems routinely, and that we need to identify a purpose that will help us use it for something useful on a daily basis. She said that she added in designated computers and possibly wall-mounted monitors for ED's, and a stipend for training and daily updates by hospital staff.</p>	<p>Request for EMSystems hardware funding and use support pending in Financial Requests for today.</p>	<p>None</p>
<p>k. Casualty Transport System</p>	<p>The Divisions and MCA's have not formally documented their Casualty Transport Plans in cooperation with neighboring Divisions, etc. These need to be coordinated very closely with Emergency Managers, who truly have access to the most non-traditional sources and the right to request Mutual Aid resources beyond neighboring counties. Curt again mentioned that he could present this to his employee that may be interested in putting these plans in writing and together to help us complete this requirement. Alyson noted again, this will be significantly impacting our ability to request trailers in this contract year, and we will take our chances as to whether or not this will be an acceptable purchase next year. We already have a Casualty Transport System in place, but nothing in writing that is concrete. Tim McKee will be contacted also by Alyson and Becky Wilder to check on the status of the Mutual Aid Agreements discussed at the UP Regional Homeland Security Board.</p>	<p>Casualty Transport System needs formalizing.</p>	<p>Curt LeSage</p>
<p>l. Fiscal Year 08 Meeting Schedule</p>	<p>Mary Beth suggested that we review and set the FY08 meeting schedule now to allow people to plan ahead. It was agreed that the second Thursday of the month continues to be acceptable, and that we will now have the EMS</p>	<p>1st Thursday EMS Advisory Group; 2nd Thursday HRSA Regional</p>	<p>Alyson will change the By-Laws and</p>

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	Advisory Group on the first Thursday of the month, which allows those who attend both meetings to bring further discussion to the Planning Board group after discussing at the Advisory Group and local levels. These meetings are bi-monthly, with the exception of January and July. Those meetings are either electronic or unnecessary depending on current projects. Divisions will continue to meet as previously set up.	Planning Board and Advisory Committee of March, May, September, and November	submit to OPHP for review.
m. CERT Train the Trainer in St. Ignace	A Train-the-Trainer program for CERT Teams is being offered on May 22 and 23 in St. Ignace. Registrations are due by this Friday, May 4.	Register by May 4 if interested.	None
n. UP-HERT Team Update	Roxane has contacted the original UP-HERT team members and asked them to review the procedures as written back when first started. The group will be meeting after reviewing these, and finalizing the program. Alyson had a conference call with the Illinois Medical Emergency Response Team (IMERT) Coordinator and discussed their current situation and how they got so successful over the last few years. The UP-HERT recruit training will be attempted in September in cooperation with the Trauma Conference that we will be putting on September 7-8-9, 2007 in Marquette.	UP-HERT Team meeting coming up and procedures to be finalized.	Roxane
III. Old Business	The Old Business on the agenda was discussed as identified below.		
a. Exercise Planning Progress	Ongoing reports were reviewed from those Divisions who have already set up and implemented their Spring 07 exercises.	All divisions to submit their goals/objectives to HRSA office to receive their funding as requested.	All Divisional Chairs
b. Communications Subcommittee	Curt LeSage shared his 800 MHz radio testing procedure for staffed and volunteer EMS agencies. This program will be started in the next few weeks as he contacts those groups to be sure that the forms and days are all worked out. Alyson noted that the OPHP office used to pick one day each month and folks called in at their convenience during that day. A discussion on call-trees and event-specific call trees followed to be included in the Regional Operations Plan. Dr. Petrasky had requested these years ago for ease of all of the various disciplines to easily know who and how to contact the right people when needed. We will look further into developing contact phone trees based on the CBRNE, natural, and regional disaster scenarios from this year's contract.	Start EMS 800 MHz round robin testing. Begin putting together call-trees for the Regional Operations Plan	Curt LeSage and Roxane Mary Beth and Roxane
c. Pharmaceutical Cache Update	Covered above.		

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d. Oxygen Generator System	Alyson advised that Roxane did identify an oxygen reservoir and bulk storage unit based on Dr. Gephart's discussion from the March meeting. An actual oxygen generator was difficult to find, as many were large plant-sized units. We are continuing to look at a system that will refill bottles safely and quickly.	Oxygen Generator System research will continue.	Alyson and Roxane																								
IV. Funding Requests	All funding requests received from Divisional areas were reviewed, as well as those discussed earlier today as above. Local Divisions were asked to consider what key items they felt would benefit the project overall, and to identify which program objectives would be pertinent and met with the requested items.	See Below.																									
	<p>*\$16,400 for collaborative radio purchase with the UP Regional Homeland Security Board to complete the dual-head mobile radio purchase and installation for those transporting EMS agencies who currently don't have them.</p> <table border="0" data-bbox="514 662 1449 1422"> <tr> <td>800 MHz Battery Replacements</td> <td style="text-align: right;">5,475.00</td> </tr> <tr> <td>Portable HEPA Unit Tribal Health</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>Patient Transport Pads</td> <td style="text-align: right;">2,250.00</td> </tr> <tr> <td>EMSystems Computer Hardware</td> <td style="text-align: right;">72,000.00</td> </tr> <tr> <td>EMS Training for Driving</td> <td style="text-align: right;">15,000.00</td> </tr> <tr> <td>Airway Manikin Trainer & Tubes</td> <td style="text-align: right;">1,450.00</td> </tr> <tr> <td>Mass Fatality Kit per LHD</td> <td style="text-align: right;">2,886.00</td> </tr> <tr> <td>Trauma Training Cache</td> <td style="text-align: right;">35,570.00</td> </tr> <tr> <td>Broselow, Sliders, Communicators</td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td>Eastern UP MCA Broselow Bags</td> <td style="text-align: right;">6,700.00</td> </tr> <tr> <td>Radio Reception Antennas</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>Additional Evac Stair Chairs</td> <td style="text-align: right;">10,000.00</td> </tr> </table>	800 MHz Battery Replacements	5,475.00	Portable HEPA Unit Tribal Health	5,000.00	Patient Transport Pads	2,250.00	EMSystems Computer Hardware	72,000.00	EMS Training for Driving	15,000.00	Airway Manikin Trainer & Tubes	1,450.00	Mass Fatality Kit per LHD	2,886.00	Trauma Training Cache	35,570.00	Broselow, Sliders, Communicators	10,000.00	Eastern UP MCA Broselow Bags	6,700.00	Radio Reception Antennas	5,000.00	Additional Evac Stair Chairs	10,000.00	<p>Funding was reviewed item by item. Motion to approve the funding requests as presented at left (see attachment for all requests, including those denied).</p> <p>Motion: Cotter Second: Trekas</p>	<p>Alyson to submit OPHP on an IAF.</p>
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	<p>Additional Evac Cots 67,000.00</p> <p>Disaster Cache (Body Bags and Tag) 3,125.00</p> <p>Decon Team Communicators 36,000.00</p> <p>Schoolcraft Memorial 7,000.00</p> <p>Burn, Peds, Fatality, Stretchers 5,050.00</p> <p>Recruitment Flier 1,000.00</p> <p>800 MHz Portables (3) 4,500.00</p> <p>CP125 Radios for Lockdown Area 1,230.00</p> <p>VHF HEARN Base Unit; OMH 3,000.00</p> <p>CP125 Radios and IC Charts 1,820.00</p> <p>N95 and PAPRS; Burn Supplies 4,500.00</p> <p>Stretcher-Bound Decon Tent Dev 9,600.00</p> <p>Pediatric Crash Cards for EMS 3,500.00</p> <p>Mass Fatality Plan Development 3,500.00</p> <p>Trailers by Division (20,000) 80,000.00</p>		
Regional Planning Board Chair	<p>*Curt LeSage, Iron County Medical Control Authority and the Greater Iron County EMS Director was nominated by Alyson Sundberg, motion seconded by Melody Snyder to serve as the Region 8 Planning Board Chair. Curt accepted this nomination, and electronic voting is finalizing this effort.</p> <p>To assure correct parliamentary procedures, this call for nominations must be</p>	<p>Motion to nominate Curt LeSage for Region 8 Planning Board Chair. Motion: Sundberg Second: Snyder</p>	Pending

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	issued three times, followed by casting a unanimous vote for or against a single nominee if no additional nominations were made. First call for nominations was at the beginning of the 5/2/07 meeting, and has remained open since that time. The final nomination was made and voting is currently taking place electronically. When we reach 51% of the full Regional Planning Board as approved, we will close, document, and report to OPHP the results as recorded.	Motion Pending	

*Denotes items voted on electronically following the meeting. All Planning Board support/voting on file. With no further business, the meeting was adjourned at 4:30 p.m.

Respectfully Submitted,

Alyson Sundberg

Alyson Sundberg, MCMCA Coordinator
Marquette County