

**Northeast Texas Regional Advisory Council
Executive Board Meeting Minutes
July 8, 2010**

Attendance: Shae Watson, Norman Prewitt, Blaine Jones, Robin Gage, Brenda Stone, Scott Reid, Ricky Draper, Keith Kelley, Russell VanBibber, Beckie Cressionnie, Bertha Evans, Jeff Nichols, Kelly McCauley, Mark Mallory, Russell Thrasher

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Quorum established.	
Approval of the following minutes: Executive Board - 4/8/10 Called Meeting 5/13/10 Budget Committee - 5/13/10	Motion made by Mark Mallory to accept the minutes as presented. Seconded by Keith Kelley and supported by all committee members present.	
Treasurer's Report	See Attached Hand-outs: March 2010 – May 2010 Financial Statements. Motion made by Kelly McCauley to approve the Treasurer's Report. Seconded by Jeff Nichols and supported by all committee members present.	
Executive Director's - Financial Report	See Attached Hand-outs: March 2010 – June 2010 Financial Statements from the Executive Director. Motion made by Kelley McCauley to approve the Executive Director's Financial Reports. Seconded by Jeff Nichols and supported by all committee members present	

Executive Directors Report

**EXECUTIVE DIRECTOR REPORT
4th Quarter of the FY 2009-2010**

Meetings Attended:

- **4/8/10: HPG/RAC Meetings**
- **4/8/10: Medical Reserve Corp Meeting**
- **4/13 – 4/15/10: Rehearsal of Concepts Drill (ROC)**
- **4/27/10: HPP - Austin**
- **4/29 – 4/30/10: Grant Writing Class**
- **5/4/10: H1N1 After Action Report - Tyler**
- **5/7/10: EMS/Trauma Leadership Summit - Austin**
- **5/11 – 5/12/10: Hurex Drill**
- **5/13/10: HPG and HPG Committee Meetings**
- **5/17 – 5/21/10: WebEOC Annual Conference – Augusta GA**
- **6/1/10: TRMC Tabletop**
- **6/3/10: TRMC Evacuation Exercise**
- **6/9/10: ESAR-VHP Training - Austin**

	<ul style="list-style-type: none">➤ 6/10/10: HPG and HPG Committee Meetings➤ 6/10/10: Medical Reserve Corp Meeting➤ 6/14/10: Chempack – Visit – Hopkins County➤ 6/15/10: Chempack – Visit – St. Michael➤ 6/17/10: Meeting with new Trauma Coordinator – St. Michael➤ 6/21/10: Meeting with RAC G & RAC H Executive Director – WebEOC Workshop➤ 6/21/10: HPP Contractor and EMSystems Meeting➤ 6/22/10: HPP Meeting - Austin➤ 6/22 – 6/23/10: Emergency Medical Task Force Meeting – Austin➤ 6/23/10: TETAF By-Laws Meeting - Austin <p>Minutes from these meetings have been e-mailed and passed out during Monthly HPP Meetings.</p>	
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	<p>Shae contacted Steve Troden with DSHS to make sure that the Exercise Team will be able to help us develop and plan the Exercise. Mr. Troden will come and meet with the Drills and Exercise Team on October 14th.</p> <p>Functional Exercise Date Set:</p> <ul style="list-style-type: none"> ➤ April 5, 2012 <p>Discussed the Exercise Planning Conference:</p> <ul style="list-style-type: none"> ➤ Discusses some of the concepts and objectives for the exercise ➤ Need to add the list of items to be tested: <ul style="list-style-type: none"> ○ Ambulance Strike Teams ○ Ambulance Staging ○ MIST Team ○ RLO – DDC ○ NETMOC and MACC <p>Exercise Scenario's and Locations:</p> <ul style="list-style-type: none"> ➤ Flash Floods: Hopkins County – Hopkins Co Mem. ➤ Tornado: Bowie County – St. Michael, Wadley, HealthSouth ➤ Transportation Accident: Titus County - Titus Regional ➤ Power Outages: ETMC – Clarksville, Atlanta Mem, GSMC-Linden, Paris Regional <p>Upcoming Drills and Exercises:</p> <ul style="list-style-type: none"> ➤ TAAS – Hazmat Class (8hrs) - August 6th - Texarkana ➤ TAAS – Haz-Whooper (40 hrs) - Mid 	
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<p>NETMOC</p>	<p>August - Texarkana</p> <ul style="list-style-type: none"> ➤ Hopkins Co Mem. - July 28th – Evacuation Drill – Bomb Threat <p>Motion to adjourn made at 8:50 by Russell VanBibber, seconded by Jesse Buchanan, supported by all committee members.</p> <p style="text-align: center;">NETMOC COMMITTEE Meeting 7/8/2010</p> <p>Attendees:</p> <ul style="list-style-type: none"> Shae Watson Russell VanBibber Norman Prewitt Beckie Cressionnie Bertha Evans Brenda Stone Russell Thrasher Robin Gage <p>Call to order at: 9:55</p> <p>Approval of 5/13/10 Minutes: Motion to accept minutes as written was made by Robin Gage, seconded by Bertha Evans and supported by all members present.</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Review of ICS Forms: <ul style="list-style-type: none"> ✓ Finalized all the forms needed for use in the time of a disaster ✓ Forms: 201, 202, 203, 204, 205, 206, 	
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207, 208-HM, 209, 210, 211, 212, 213, 214, 215, 215-A, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229

- **Reviews NETMOC Policy and Procedures Guidance Manual:**
 - ✓ **The committee approved the NETMOC Policy and Procedures Guidance Manual**
 - ✓ **The Manual will be distributed at the Annual Workshop**

- **SOP's for the NETMOC:**
 - **EMSystems – Russell VanBibber**
 - **WebEOC – Russell Thrasher and Victor Wells**
 - **Critical RF- Communications Committee**
 - **Satellite Phones - Communications Committee**
 - **RAC Communications Centers - Communications Committee**

- ✓ **SOP's will be due at the October 14th meeting**

Meeting adjourned at 9:15 by a motion made by Bertha Evans and seconded by Norman Prewitt and supported by all present.

<p>Symposium</p>	<p style="text-align: center;">SYMPOSIUM COMMITTEE Meeting 7/8/10</p> <p>Attendees: Shae Watson Russell VanBibber Robin Gage Bertha Evans Keith Kelley Russell Thrasher Beckie Cressionnie Jeff Nichols Kelly McCauley Blaine Jones</p> <p>Call to order at: 2:10 pm – by Shae Watson</p> <p>Approval of 5/13/10 Minutes: Motion to accept minutes are written was made by Russell VanBibber, seconded by Robin Gage and supported by all members present.</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Committee Chair Reports: <ul style="list-style-type: none"> ▪ Speakers/Vendor/Sponsors – Shae: <ul style="list-style-type: none"> ▪ All Speakers were sent an email on 7/8/10, asking for their Bio’s and presentations so CE’s and CEU’s could be prepared ▪ Credentialing – Russell V. <ul style="list-style-type: none"> ▪ EMS – CE’s have been secured ▪ Nursing CEU’s – PRMC 	
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	<ul style="list-style-type: none">– Education Dept – Melynda Hutchings will secure▪ Physician Contact hours – will be secured by PRMC as well ▪ Brochures/Programs:<ul style="list-style-type: none">• Symposium schedule sent to Keith Kelley to finish the Brochure ▪ Advertising/Marketing – Bertha & Beckie<ul style="list-style-type: none">• Ms. Bertha still trying to contact Cable Companies• Created another list of potential advertising companies ▪ Audio/Sound – Russell T.<ul style="list-style-type: none">▪ Russell will work with the Civic Center management to make sure the sound and audio are in order ▪ Hospitality – Robin Gage<ul style="list-style-type: none">▪ Decorations will be a red, white, and blue theme and will be purchased around or after the 4th of July –	
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<p>FY 10-11 - Information</p> <p>NIMS Compliance</p>	<p>Shae has purchased some Red, White, and Blue candles</p> <ul style="list-style-type: none"> ➤ Booklets: <ul style="list-style-type: none"> ▪ The committee decided to make small binders with each presentation and a section for notes ▪ Speakers presentations will be put on the website <p>In-Kind Match: The IT Tech's will donate their additional time as an In-Kind match.</p> <p>Sub-contracts: All entities have submitted their sub-contracts, with the exception of WRMC, Atlanta Mem, PRMC.</p> <p>The following entities have added their NIMS Compliance personnel to the WebEOC NIMS Tracking board: St. Michael, GSMC-Linden, TRMC, TRMC-EMS, ETMC-Clarksville, Paris EMS.</p> <p>The following entities are in progress of entering their personnel: Hopkins Mem. Hopkins EMS, WRMC, HealthSouth, PRMC</p>	
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<p>Setting of the Date for the Annual Workshop</p>	<p>The Annual NETRAC Workshop will be August 12th from 8-12 at TRMC Medical Plaza Wellness Center – 3rd Floor Conference Room</p>	
<p>Hurricane Alex Update</p>	<p>25 – Ambulances and 52 – Buses responded, the NETRAC Strike Team Vehicle responded</p> <p>EMSystems updating – Russell ran a report showing who is updating and who is not. Each entity has been asked to keep EMSsystem and WebEOC up and running at all times, somewhere in your facility.</p> <p>For the FY 10-11 – EMSsystem and WebEOC participation will be monitored more closely and tied to funding.</p>	
<p>WebEOC Update</p>	<p>July – Disaster Training Tuesday: only 2 people on the conference call and 40 people logged in.</p> <p>A list of Locked-out Users was sent out and all entities asked to check and contact Russell Thrasher as to which users needed to be deleted.</p>	
<p>Meeting Adjourned</p>	<p>Motion to adjourn meeting at 10:55 made by Norman Prewitt, seconded by Kelley</p>	

<p>Homeland Security Work Group Update</p>	<p>McCauley and supported by all members present.</p> <p>Homeland Security Workgroup Committee Progress June 10, 2010</p> <p><u>Medical Special Needs Committee</u> Chairperson: Trisha Metrolis Members: Tangela Oliver, Brent Smith, Cindy Phelan, Joyce Vanginault, Earnestean Williams, Dawn Sheffield Reports: Cindy reported that it was suggested that Texarkana no longer have medical special needs shelters. Evacuees will be sent to Marshall. Brent spoke to Lakes Regions MHMR and they do not have a screening process for evacuees. Tangela and Cindy reported that non-service animal pets of evacuees will be housed in New Boston (Bowie County). Staff will need volunteers to help feed and walk animals during the evacuees' stay. Assignments: Joyce will follow-up with special needs shelters in Lamar County and Hopkins County. Need to identify who is responsible for each Medical Special Needs Shelters and staffing plan.</p> <p><u>Health/Medical Committee</u> Chairperson: Lee House Members: Bertha Evans, Mark Smith, Shae Watson, Jesse Buchanan, Connie Stauter, Beckie Cressionnie, Karen Stephens, Collin Stephens Reports: Obtained a list of all health</p>	
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	<p>departments in the region with contact information</p> <p>Assignments: Continue to look into private sector health providers and bring back a list of clinics and other health providers</p> <p><u>WebEOC Committee</u></p> <p>Chairperson: Mark Mallory</p> <p>Members: Bill Moss, Victor Wells, Russell Thrasher, Russell Vanbibber</p> <p>Reports: Installed new servers (primary operational), backup servers (redundant) installation in progress, added Emergency Management Monday training to calendar and new board to WebEOC, upgraded internet pipe for WebEOC to 15M, added new boards, realized from communications drill that disaster operations need to start with paper and transition to electronics</p> <p>Assignments: utilization of old hardware, continue training on Monday and Tuesday each month, Twitter push/pull with NWS, RAC/COG coordination with RAC G WebEOC Committee, create a board dictionary for WebEOC</p> <p><u>Sheltering Committee:</u></p> <p>Chairperson: Dave Hall</p> <p>Members: Kathy Reynolds, Cindy White, Robert Stidham, Dennis Martin, Jay Sanders, Jason Ricketson (no attendees)</p> <p>Reports: absenteeism report: Cindy has talked with Red Cross and they are currently showing 960 spots available. We need more shelter space across the area since they expect us to take approx. 2,000 evacuees. We are working on the old hospital at New Boston as a general population shelter. Indications are we might be able to hold up to 100 people</p>	
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	<p>there. It is still in the talking stage with the owner of the facility. Assignments: none</p> <p><u>Interoperability Committee</u> Chairperson: Larry McRae Members: Gerry Allen, Steve Caudle, Doyce Winchester, David Abernathy, Micheal Gilley, Nathan Caroll, Robin Betts Reports: see interoperability committee work group notes dated 6-10-10 Assignments: Establish training/education for all emergency service organizations and local government on operability, interoperability, narrowband, and P-25 requirements. Conduct assessment of what the unmet communications needs actually are through the COG. Establish a plan to meet the unmet needs for operability, interoperability, narrowband, and P-25. Convince the COG to allow grant funds to be used to purchase analog narrowband equipment</p> <p><u>MOU Committee</u> Chairperson: Keith Kelley Members: Norman Prewitt, Ronnie Bass, Brian Hendrix, Alan Pruitt, Lee McNeely, Ricky Draper, Jim Jones Reports: none Assignments: Health and Medical Committee comprised a list of local health department. Committee will write a generic MOU for RAC and Health Departments. Check Texarkana for an agreement for a refrigerated truck for Mass Casualty morgue.</p>	
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	<p><u>Responders Committee</u> Chairperson: Eric Pearson Members: Kevin Jenkins, Tim Tennimon, Travis Rhodes, Doug Stanley, Ricky Draper, Judge Jennings, Kent Klinkerman, Wayne Dial, Tim Tennimon, Bruce Bushee, Mike Wester Reports: Titus County EMS – All portable and mobile radios have been updated and latest VHF and UHF interoperable frequencies, Paris EMS – All mobile radios have been updated and latest VHF and UHF frequencies and are also narrowband compliant, Morris County Sheriff's Office – Radio compliance. WebEOC use by those in attendance is active. Assignments: try to get more attendance – alleviate communication gap and figure out how to increase attendance. Perform a table top drill for responders in the region</p> <p><u>Mental Health Committee</u> Chairperson: Robin Gage Members: Scott Cass, Barbara Seiser, Ronnie Grooms, Bob Hundley, Randy Tuttle, Karen Richard, Scott Reid Reports: Red Cross was coming but had family emergency. Red Cross has a screening tool so no need to reinvent one. MHMR needs to be at the shelters Assignments: COG needs to get the screening tool from RED Cross and MHMR verify tool. Need to make sure there are mental health-specific shelters setup. Need security at mental health shelters. Mental Health Staff are taking care of mental health patients.</p>	
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