

BIO/RAC
Meeting Minutes
April 8, 2010

Attendance: Shae Watson, Scott Reid, Keith Kelley, Jesse Buchanan, Ricky Draper, Lee House, Beckie Cressionnie, Blaine Jones, Mike Sweat, Norman Prewitt, Nancy West, Russell Thrasher, Mike Western, Brenda Stone, Kelleu McCauley, Bertha Evans, Robin Gage, Sheryl Gajewsky, Victor Wells, Russell VanBibber, Jeff Nichols, Carol Slider

| TOPIC | DISCUSSION | DISPOSITION |
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| Called to Order | Meeting called to order by Mark Mallory at 10:00 am | FYI |
| Approval of 3/11/10 Minutes | Motion to approve 3/11/10 minutes by Robin Gage. Seconded by Bertha Evans and supported by all members present. | FYI |
| TIMS/SNS Presentation | Sheryl Gajewsky, DSHS presented our Annual Texas Inventory Management System (TIMS); SNS. | FYI |
| | When requesting SNS Supplies the proper chain of command for ordering: Hospitals request from the RAC (NETMOC), if the NETMOC can't fill the request, the NETMOC will request supplies from the MACC - Austin, if the MACC can't fill the request, the MACC will then request | FYI |

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| | <ul style="list-style-type: none"> ➤ WebEOC Committee ➤ Responders (Fire/Ems/Law Enforcement) ➤ MOU'S <p>Committee Assignments:</p> <ul style="list-style-type: none"> • Review goals/objectives • Assignments for next meeting • Report Updates <p><u>Medical Special Needs Committee</u> Chairperson: Trisha Metrolis Members: Tangela Oliver, Brent Smith, Cindy Phelan, Bruce Bushee, Joyce Vanginault, Earnestean Williams, Joe Kelsey, Dawn Sheffield, Scott Reid Reports: HealthSouth will receive rehabilitation patients that are applicable; BCFS workshop in San Antonio reported that if a pet is identified as a service animal, it has to be allowed in the shelter; Assignments: follow-up on 4 special needs shelters in Texarkana: Hardy Memorial on 7th street, Christian Care Center, VFW and WRMC; new special needs shelter in Texarkana at HealthSouth, one in Lamar County and</p> | <p>FYI</p> <p>FYI</p> |
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| | <p>one in Hopkins County; new site for non-service animal pets – Tangela and Cindy work on Bowie/Cass area and Joyce work on Hopkins and Lamar County</p> <p><u>Health/Medical Committee</u> Chairperson: Lee House Members: Bertha Evans, Mark Smith, Shae Watson, Jesse Buchanan, Connie Stauter, Beckie Cressionnie Reports: identified where to get a list of local health departments and obtained it Assignments: contact persons at each health department to see what is already in place and contact David Leary to see what is already in place at DSHS. Also look into the private sector health providers</p> <p><u>WebEOC Committee</u> Chairperson: Mark Mallory Members: Bill Moss, Victor Wells, Russell Thrasher, Ryan Durham, Eric Hill Reports: added twitter push to WebEOC, built school and business closure board, WebEOC server redundancy project completed, held WebEOC workshop in Tyler and trained approximately 250 people, now</p> | <p>FYI</p> <p>FYI</p> |
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| | <p>have a functioning IAP wizard in WebEOC Assignments: encourage broader use of WebEOC, continue with DT Tuesday</p> <p><u>Sheltering Committee:</u> Chairperson: Dave Hall Members: Kathy Reynolds, Cindy White, Robert Stidham, Dennis Martin, Jay Sanders, Jason Ricketson Reports: the only shelter management course is through Red Cross, Dave Hall elected as new chairman since Scoggie passed away Assignments: get a list of shelters from the Red Cross; work on gathering information on churches and independent shelters</p> <p><u>Interoperability Committee</u> Chairperson: Larry McRae Members: Gerry Allen, Steve Caudle, Doyce Winchester, David Abernathy, Micheal Gilley Reports: see interoperability work group attachments dated 3-11-10 Assignments: convince COG to allow purchase of non-P25 purchases, suggest that COG require local</p> | <p>FYI</p> <p>FYI</p> |
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| | <p>jurisdictions to contact all first responder organizations to determine communications needs and document it</p> <p><u>MOU Committee</u> Chairperson: Keith Kelley Members: Mary Beth Rudel, Norman Prewitt, Ronnie Bass, Brian Hendrix, Robin Betts, Alan Pruitt, Lee McNeely, Ricky Draper, Jim Jones Reports: still no MOU for refrigerated truck , and no contact for railroad involvement in regional drills and exercises Assignments: identify existing MOU's with various groups and organizations and draft agreements for the health and medical committee to utilize with local and regional health departments</p> <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 Reports: available members today already have WebEOC access Assignments: remind all entities to</p> | <p>FYI</p> <p>FYI</p> |
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| | <p>keep UHF radios up-to-date with state list of interoperable channels, plan practice days for units to locate and communicate on all state channels, and need ICS training region to refresh on NIMS</p> <p><u>Mental Health Committee</u> Chairperson: Robin Gage Members: Scott Cass, Barbara Seiser, Ronnie Grooms, Bob Hundley, Randy Tuttle, Karen Richard Reports: none Assignments: need more participation from other people and need to have Red Cross and Lakes Regional attend meetings</p> <p>III. National Weather Services Presentation a. Presented by Mark Fox - Mark.Fox@noaa.gov</p> <p>IV. WebEOC User Workshop Report a. Trained approximately 250 people b. Very successful c. Also learned a few things to improve upon d. Not sure what the future holds for another</p> | <p>FYI</p> |
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| <p>MMA Committee</p> | <p style="text-align: center;">workshop next year</p> <p>V. Announcements</p> <ul style="list-style-type: none"> a. HURREX Rehearsal of Concepts Drill – College Station, April 13th-15th b. HURREX (now being called CATPRO) – in region, May 11th -13th c. 3rd Quarterly Meeting – June 10, 2010 at 12:00 PM <p style="text-align: center;">MOBILE MEDICAL ASSETS COMMITTEE Meeting 4/8/2010</p> <p>Attendees:</p> <ul style="list-style-type: none"> Shae Watson Robin Gage Lee House Bertha Evans Victor Wells Jeff Nichols Beckie Cressionnie Norman Prewitt Keith Kelley <p>Approval of 11/12/09 Minutes: Motion to accept minutes are written was made by Lee House, seconded by Beckie Cressionnie and supported by all members present.</p> | <p>FYI</p> <p>FYI</p> |
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| | <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Policies & Procedures: <ul style="list-style-type: none"> ▪ Robin will bring a draft of TRMC's Patient Care Nursing P&P. The following is a list of P&P that the MMA will need to have: <ul style="list-style-type: none"> ○ Hazardous Waste Disposal ○ Infection Control ○ Intravenous Therapy, Mgt of ○ Huber Needle ○ Abbreviations, Do Not Use ○ Admission/D/C/Transfer Policies ○ AMA ○ Allergy Bracelet ○ Glucose Monitoring ○ Code Blue ○ Communication Hand-off ○ Dressing Change ○ Pt. And Family Education ○ Pt. Flow Plan ○ Pt. ID ○ Pronouncing of Death by RN ○ Physicians Orders ○ Organ Procurement, Justice of the Peace ○ Organ Tissue Donation ○ Skin/Wound Protocol ○ Specimen Collection & Transport ○ Universal Protocol ○ Urine Specimen Collection ○ Venous Access, Peripheral ○ Vital Signs ➤ Paper Form of Facilities Electronic Copies of ER Forms/Trauma Flow Sheet: <ul style="list-style-type: none"> ○ Each facility has been asked to submit a Paper Form of their | |
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| <p>COMMUNICATIONS COMMITTEE</p> | <p>electronic copy of an ER Form or Trauma Flow Sheet if they have developed one.</p> <ul style="list-style-type: none"> ➤ We began looking at the Lay-Out of the MMA Tentage to determine where we would set-up supplies and equipment. We will complete this task at the next meeting. ➤ The committee will also set a date to input all the supplies and equipment into the UPC Scanner. <p>COMMUNICATIONS COMMITTEE Meeting 4/8/2010</p> <p>Attendees:</p> <ul style="list-style-type: none"> Shae Watson MaryBeth Rudel Keith Kelley Bill Moss Russell Thrasher Russell VanBibber Lee House Robin Gage Victor Wells Beckie Cressionnie Bertha Evans Mike Sweat Norman Prewitt <p>Approval of 1/14/10 Minutes: Motion to accept minutes are written was made by Robin Gage, seconded by Mike Sweat and supported by all members present.</p> | <p>FYI</p> |
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| | <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Satellite Phones: <ul style="list-style-type: none"> ❖ The last of the 3Sat Phones have been ordered. ❖ We will begin monthly testing of the Sat Phones during the Disaster Training ➤ WebEOC Update: <ul style="list-style-type: none"> ❖ Disaster Training Tuesday – 4/7/10: <ul style="list-style-type: none"> ✓ 28 people participated ❖ NetWeb Project Update: <ul style="list-style-type: none"> ✓ Creation of positions with specific rights and privileges: <ul style="list-style-type: none"> ➤ 4 Administrators with full rights: Victor Wells (Team Lead); Russell Thrasher; Bill Moss; Ryan Durham ➤ 4 Administrators with limited privileges: Mary Beth Rudel; Shae Watson; Russell VanBibber; Mark Mallory <ul style="list-style-type: none"> ▪ These Administrators will aid the 4 Main Administrators during the time of an event ✓ Monthly Work Group Meetings: <ul style="list-style-type: none"> ➤ These meetings will be conducted monthly, a couple of days prior to Disaster Training | |
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| | <p>Tuesday's</p> <ul style="list-style-type: none"> ➤ Purpose: Admins to discuss and plan items to be taught during Disaster Training Tuesdays <p>✓ New WebEOC Lay-out:</p> <ul style="list-style-type: none"> ➤ Victor has rebuilt the WebEOC screen to it list menu's and boards ➤ The boards are listed under the menu choices that it best relates to and is associated with. This concept is based on the ICS Structure <p>✓ Training Opportunities:</p> <ul style="list-style-type: none"> ➤ Committee decided that Conference Calls would be more effective than going into the community. ➤ Present the concept and give information about WebEOC during 30 minute presentations either before or after the COG Executive Board Meetings ➤ Beginning targeting Emergency Managers first, then incorporate Fire and Law Enforcement ➤ Suggestion: the 2nd Monday of each month we have Emergency | |
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| | <p style="text-align: center;">Managers Monday to train our EM's</p> <ul style="list-style-type: none"> ❖ COG Funding: <ul style="list-style-type: none"> ✓ Budget: \$27,000 - \$43,000.00 <ul style="list-style-type: none"> ➤ 2 – Servers @ \$8,000.00 ➤ SAN or NAZ – Back-up Device Solution @ \$10,000.00 ➤ Pipes ➤ Switch - @ \$2,600.00 ✓ Budget: \$25,000.00 <ul style="list-style-type: none"> ➤ Build a training website that would include: <ul style="list-style-type: none"> ▪ Training Documents ▪ Training Videos ▪ Training Manuals ➤ Possible domain name: trainwebeoctexas.info ➤ FaceBook Page - create ➤ Server Location: <ul style="list-style-type: none"> ❖ Suggestion: <ul style="list-style-type: none"> ➤ Move the Primary servers back to Paris, for easier access – Russell lives only 3 miles from the location where the servers would be housed. ➤ Leave the back-up servers in Texarkana at the COG <p style="text-align: center;">❖ WebEOC Administrators will</p> | |
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| <p>SYMPOSIUM COMMITTEE</p> | <p>come up with a name for those who need Admin rights to work in the NETMOC and those with IT experience within the IC Position</p> <ul style="list-style-type: none"> ❖ These are people who need Admin rights to reset passwords/unlock people – should be spread-out region wide <p>➤ COG Key/Equip Access:</p> <ul style="list-style-type: none"> ○ We will need to schedule a meeting at the COG to be issued keys for access to get to the servers, if ever needed. <p>SYMPOSIUM COMMITTEE Meeting 4/8/10</p> <p>Attendees:</p> <p>Shae Watson Victor Wells Robin Gage Beckie Cressionnie Bertha Evans Lee House Keith Kelley Russell Thrasher Blaine Jones Jeff Nichols Kelley McCauley</p> | |
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| | <p>Call to order at: 11:35 am</p> <p>Approval of 3/11/10 Minutes: Motion to accept minutes are 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"> ➤ Committee Chair Reports: <ul style="list-style-type: none"> ▪ Speakers/Vendor/Sponsors – Shae: <ul style="list-style-type: none"> ▪ Confirmed Speakers to-date are: Dr. Jeff Huffman (Morning Keynote Speaker); Helen Minor (Geriatrics); Dinah Welsh (TETAF – Legislation). ▪ The following proposed speakers are awaiting confirmation: Kim Bassinger (Forensics); Dr. Algiers (Afternoon Key Note Speaker – Burns); ▪ Vendor/Sponsorship Letters have been mailed ▪ Victor will build a Sponsor Tracking Board in WebEOC – to be updated as speakers confirm. ▪ Credentialing – Russell V. <ul style="list-style-type: none"> ▪ EMS – CE’s have been | |
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| | <p>secured</p> <ul style="list-style-type: none"> ▪ Nursing CEU's – working on this project with PJC ▪ CME's – working with Dinah Welsh of TETAF <ul style="list-style-type: none"> ▪ Brochures/Programs – Keith K. <ul style="list-style-type: none"> ▪ Brochures will be completed as soon as speakers are secured, in the meantime a draft without the speaker info will be put on the website. ▪ The committee chose Sample #4 for the Save the Date Card with a font change <ul style="list-style-type: none"> ▪ Advertising/Marketing – Bertha & Beckie <ul style="list-style-type: none"> ▪ The committee decided that the following agencies/companies need to be notified: <ul style="list-style-type: none"> • Cable Companies: Sudden Link; Cable One; East Texas Broadcasting • Newspapers: Texarkana Gazette; Mt. Pleasant; Sulphur Springs; Paris | |
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| | <ul style="list-style-type: none"> • Hospital Boards • Radio • Colleges <ul style="list-style-type: none"> ▪ Audio/Sound – Russell T. ▪ Hospitality – Robin Gage <ul style="list-style-type: none"> ▪ Food will be served instead of participants helping themselves ▪ Table/Decorations: will pick-up Red, White, & Blue items around the 4th of July. ▪ Goody Bags – each entity will be asked to bring items to put in the bags ▪ Photographer – we will ask Gaye from TRMC to come and take pictures of the event <p>➤ Each chair asked to get members and form these committees to help with the symposium</p> <p>➤ Symposium Outline: Beginning Sketch</p> <ul style="list-style-type: none"> ▪ Morning session: Disaster Preparedness ▪ Afternoon session: Trauma and Acute Care <ul style="list-style-type: none"> ▪ Registration - 7:30 – 8:30 | |
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| | <ul style="list-style-type: none"> ▪ Welcome – Housekeeping - 8:30 – 9:00 ▪ Keynote Speaker – Dr. Huffman 9:00 – 11:00 ▪ Break - 10:00 - 10:20 ▪ WebEOC - 10:20 – 10:50 ▪ CanHelp 211 - 11:00 – 11:30 ▪ National Weather Services - 11:30 – 12:00 ▪ Lunch ▪ Troo the Traumaroo will make two appearances (10:00 – 10:20 Break and after lunch ➤ Committee will continue to look for speakers for the afternoon sessions – to focus on Trauma – Acute Care ➤ Location: has been secured – Titus County Civic Center -We will use and have the same infrastructural set-up/lay-out as last years ➤ Confirmed Speakers: <ul style="list-style-type: none"> ▪ Mark Fox – National Weather Service – 30 minutes – morning session <ul style="list-style-type: none"> ▪ (817) – 831-1574 (office) ▪ (682)- 429-7874 (cell) ▪ Dawn Sheffield – CanHelp211 – 30 minutes – morning session ▪ Dr. Huffman – Hopkins Co – Keynote speaker – 1 hour – morning session ▪ WebEOC Presentation – morning session | |
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| <p>Critical RF Update</p> | <ul style="list-style-type: none"> ▪ Possible afternoon Speakers for Trauma and Acute Care <ul style="list-style-type: none"> ▪ Kim Bassinger – Domestic Violence ▪ Geriatric Preparedness – Helen Minor ▪ Dr. Mark Anderson, Medical Director for Champion – Keynote Speaker – 1 hour – afternoon session ▪ Dr. Angiers ➤ Credentialing: <ul style="list-style-type: none"> ○ CE's (EMS) – Russell V. ○ CEU's (Nurses) ○ CME's (Physicians) ➤ EMS/AeroMedical: <ul style="list-style-type: none"> ○ Get EMS and AeroMedical to bring units ○ Ask Chief McRae to bring the Mt. Pleasant Mobile Command Unit ➤ Hospital/EMS: <ul style="list-style-type: none"> ○ Asked to bring their entities Display Board <p>Meeting adjourned at 11:18</p> <p>Victor Wells has gotten in touch with a Critical RF contact for the software licenses, BlackBerry application for I-Phone</p> | |
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| <p>Medical Task Force Presentation - Victor Wells</p> | <p>Provisions.</p> <p>Texas Regional Emergency Medical Task Force:</p> <p>Consist of 5 Teams:</p> <ul style="list-style-type: none"> 25 - Ambulances <ul style="list-style-type: none"> 5 - Ambulance Strike Teams 25 - RN's <ul style="list-style-type: none"> 5 - RN Strike Teams 1 - MMA (25 - 30 - Beds) 2 - AM Buses <p>Team will deployed for 72 hours</p> <p>Team members must have taken the following courses: ICS 100, 200, 300, 400, AHIMT Certs, EMS/ER/IMT management experience</p> | |
| <p>Training & Exercise Plan</p> | <p style="text-align: center;">NETRAC FUNCTIONAL EXERCISE INFORMATION</p> <ul style="list-style-type: none"> ➤ RAC will need to decide for each year what we want to do as far as Drills/Exercises are concerned: Tabletop; Functional; Full-Scale <ul style="list-style-type: none"> ○ We will participate in Annual State Hurricane Drills/Exercises ○ FY 10-11 – Tabletop ○ FY 11-12 – Functional Drill (command & control) | |

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| | <p>Regional drill to capture the NETRAC Regional top 4 HVA's</p> <ol style="list-style-type: none"> 1. Severe Weather: Tornados 2. Severe Weather: Flash Floods 3. Power Outages 4. Accident (transportation) on I-30 <p>Regional drill will initially test the following: MOU's between regional Hospitals/EMS and Response Partners</p> <p>Communications Systems: WebEOC EMSystems Interoperable Communications i.e. Radios</p> <p style="text-align: center;">EXERCISE PLANNING CONFERENCE NOTES</p> <p>Suggested Meetings:</p> <ul style="list-style-type: none"> ➤ Concept and Objectives Meeting ➤ Initial Planning Conference (Scenario Development Workshop) ➤ Mid Planning Conference ➤ Final Planning Conference <p>Items to Address in these meetings:</p> <ul style="list-style-type: none"> ➤ Objectives for the Exercise ➤ Missions to be tested during the Exercise (Prevent, Protect, Response, Recovery) ➤ Target Capabilities (OASPR Level I, II, | |
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| | <p>Overarching + any other RAC needs)</p> <ul style="list-style-type: none"> ➤ Participants/Partners that should be asked to participate ➤ Exercise Scenario ➤ Exercise Activities ➤ Outline lay-out: <ul style="list-style-type: none"> ○ Capability <ul style="list-style-type: none"> ➤ Objective (How to meet this capability) – should be linked to the capability ➤ Activities (Describe the activity used to demonstrate the capability) – should also be linked to the capability <p>Submitting Notification of Exercise/Event:</p> <ul style="list-style-type: none"> ➤ Must be submitted to DSHS 60 days prior to Exercise <p>TEEX: Must submit notification asking for them to run the exercise, if you use State funds, if they can't do the exercise, a waiver will be given, so that you can find another sponsor.</p> <p>DSHS Exercise Team:</p> <ul style="list-style-type: none"> ➤ DSHS Exercise Team can help with the entire planning of your exercise, if | |
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| | <p>notified.</p> <p style="text-align: center;">NETRAC – EXERCISE CONCEPT & OBJECTIVES MEETING</p> <p>Objectives for the Exercise:</p> <ul style="list-style-type: none"> ➤ Conduct a regional exercise using the National Incident Management Systems (NIMS), that will address and test OASPR Level I and II Sub-capabilities and Overarching Capabilities: <ol style="list-style-type: none"> 1. Exercise MOU's between regional Hospitals/EMS Agencies and Response Partners. <p>Level I Sub-Capabilities: Interoperable Communications: Test the interoperable communications systems, ability to communicate with key partners using the following systems:</p> <p>WebEOC EMSystems Critical RF Satellite Phones GETS Cards Radio's Activating the NETMOC</p> <p style="padding-left: 40px;">Tracking of Bed Availability by testing: EMSystems</p> <p style="padding-left: 40px;">Testing the Emergency Systems for the Advanced Registration of Volunteer Health Professionals (ESAR-VIP)</p> <p>Fatality Management</p> | |
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| | <p>Medical Evacuation/Shelter in Place</p> <p>2. Partnership/Coalition Development:</p> <p>Ask Regional Response Partners from the HSWG to participate in the exercise and give feedback/in-put of what they need to add to the exercise in order to meet their grant requirements.</p> <p>Level II Sub-capabilities:</p> <p>Alternate Care Sites: Possibly set-up an ACS off site</p> <p>Mobile Medical Asset: Set-up the MMA – demonstrate the use of supplies and equipment</p> <p>PPE: Demonstrate the use of PPE</p> <p>Decontamination Equipment: Demonstrate the use of Decontamination Equipment</p> <p>Medical Reserve Corps: Use the Medical Reserve Corps in conjunction with ESAR-VIP piece</p> <p>Critical Infrastructure Protection (CIP)</p> <p>*** We also need to address the Special Needs Population ***</p> | |
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| <p>ID Tags Purchase, Policy for Use</p> <p>Upcoming Events</p> <p>Meeting Adjourned</p> | <p>Each Hospital/EMS Representative needs to have a Name Badge for identifications for State Meetings, as well as entrance to the NETMOC.</p> <p>We need to explore on-line services vs contracting with a company.</p> <p>ROC Drill - April 13-15 WebEOC Annual Conference - May 17-21 TRMC - TableTop - June 1st Exercise - June 3rd</p> <p>Motion to adjourn - Keith Kelley 2nd by - Norman Prewitt</p> <p>11:25 am</p> | |
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Minutes recorded by Shae Watson - Executive Director