

**BIO/RAC**  
**Meeting Minutes**  
**January 19, 2011**

**Attendance:** Shae Watson, Carol Slider, Norman Prewitt, Bertha Evans, Melynda Hutchings, Connie Stauter, Russell VanBibber, Dave Dutton, Nancy West, Ricky Draper, Arnie Spiers, Beckie Cressionnie, Scott Reid, Mark Mallory, Mike Western, Wade Cannon, James Smith, Keith Kelley, Jeff Nichols, Kent Klinkerman, Russell Thrasher, Byron Prince, Jesse Buchanan, Robin Gage, Brent Smith, Vornetta Compton

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Carol Slider at 10:10 am	FYI
Approval of 12/16/10 Minutes	Motion to approve 12/15/10 minutes by Robin Gage. Seconded by Scott Reid and supported by all members present.	FYI

<p>Committees: MMU</p>	<p align="center"><b>MOBILE MEDICAL ASSETS COMMITTEE Meeting 1/19/2011</b></p> <p>Attendees:          Shae Watson          Robin Gage          Dave Dutton          Norman Prewitt          Bertha Evans          Bobby Buchanan          Scott Reid          Beckie Cressionnie          Brent Smith</p> <p>Approval of 11/16/10 Minutes:          Motion to accept minutes are written was made by Brent Smith, seconded by Norman Prewitt and supported by all members present.</p> <p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>➤ Review and Finalization of MMU Flow Sheets and Policies and Procedures presented today:             <ul style="list-style-type: none"> <li>○ Revised Chain of Command for Requesting the MMU</li> <li>○ NETRAC MMU Patient Flow Sheet</li> <li>○ NETRAC MMU History and Physical</li> <li>○ NETRAC MMU Physician Orders</li> <li>○ NETRAC MMU Admissions Orders</li> <li>○ User Agreement</li> </ul> </li> </ul>	<p align="center">FYI</p>
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	<ul style="list-style-type: none"> <li>➤ Trailer Discussion and Contracting to pull the MMU: <ul style="list-style-type: none"> <li>○ The Committee discussed the need to purchase a 48” – 50” trailer to pull the MMU Tentage and Supplies – looking to go through WalBash Trucking company</li> <li>○ Discussed the fact that we would contract with Grocery Supply Company out of Sulphur Springs to pull the MMU Trailer <ul style="list-style-type: none"> <li>▪ Contract specifics: <ul style="list-style-type: none"> <li>Charges cover <ul style="list-style-type: none"> <li>• Cost per mile</li> <li>• Includes truck and driver</li> <li>• Interstate fee if we are deployed out of state</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>➤ MMU Inventory: <ul style="list-style-type: none"> <li>○ We inventoried the MMU on January 6<sup>th</sup></li> <li>○ Discussed using the 18-Wheeler Trailer for 2 tents and supplies and leave one tent and supplies in the current MMU trailer <ul style="list-style-type: none"> <li>▪ Motion made by Brent Smith that all tentage and supplies stay together. Seconded by Russell VanBibber and supported by all members present.</li> </ul> </li> </ul> </li> <li>➤ EMTF-6 and the MMU Budget:</li> </ul>	
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<p>Communications Committee</p>	<ul style="list-style-type: none"> <li>○ \$77,000.00 has been allocated out of the EMTF-6 budget for the needs of the MMU</li> <li>○ \$40,000 has been set aside for training/communication</li> </ul> <p>➤ Possible MMU deployment:</p> <ul style="list-style-type: none"> <li>○ May – Beaumont deployment</li> </ul> <p>Meeting adjourned at 9:45</p> <p style="text-align: center;"><b>COMMUNICATIONS COMMITTEE Meeting 1/19/11</b></p> <p>Attendees:</p> <p>Shae Watson Mark Mallory Norman Prewitt Bertha Evans Beckie Cressionnie Dave Dutton Brent Smith Bryon Prince Melynda Hutchings Russell Thrasher Russell VanBibber Keith Kelley Scott Reid James Smith Arnie Speirs</p> <p>Approval of 11/16/10 Minutes: Motion to accept minutes are written was made by Brent Smith, seconded by Norman Prewitt and supported by all members present.</p> <p>Discussion Items:</p>	<p>FYI</p>
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	<ul style="list-style-type: none"> <li>➤ Discussed Radios: <ul style="list-style-type: none"> <li>❖ Interoperable Channels: <ul style="list-style-type: none"> <li>✓ All six NETRAC Providers have all the VHF and UHF Texas Interoperable Channels programmed on their radios..</li> </ul> </li> <li>❖ Communications Centers: <ul style="list-style-type: none"> <li>✓ We are still having problems with the roll-over from Communication Center #1 at TRMC to Communications Center #2 at Hopkins. Brent will check on the problem and follow up with Shae.</li> </ul> </li> <li>❖ WebEOC: <ul style="list-style-type: none"> <li>✓ Disaster Training Tuesday: <ul style="list-style-type: none"> <li>➤ After the WebEOC Workshop we will begin incorporating EMSystems and ESAR-VHP into Disaster Training Tuesdays</li> <li>➤ Russell will begin running monthly reports so that we can see who is participating in the training, as it is part of the participation requirement</li> </ul> </li> <li>✓ WebEOC Workshop – Tyler <ul style="list-style-type: none"> <li>➤ Workshop is scheduled for April 19-20.</li> <li>➤ COG and the NETWeb</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
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	<p>Project will pay for 25 registrations – 1<sup>st</sup> come first serve.</p>	
<p>Discussion of Hospital EOP's for DSHS</p>	<p>Meeting adjourned at 10:05 with a motion made by Brent Smith and seconded by Bertha Evans.</p> <p>Discussed and obtained permission from the hospitals who had submitted their Hospital EOP's to DSHS. DSHS needs a copy of the EOP's as part of their Technical Assistance requirement for their CDC Grant.</p> <p>All hospitals agreed that I could release this information to DSHS.</p>	<p>FYI</p>
<p>Needs Assessments</p>	<p>Forms distributed and all those entities who had not submitted their Needs Assessments for FY 10-11 asked to turn their assessments in by the end of the day.</p> <p>Everyone who has a Disaster Trailer needs to check for leakage.</p>	<p>FYI</p>
<p>Emergency Medical Task Force Presentation Bobby Buchanan</p>	<p>Bobby gave an update concerning the latest State EMFT conferences calls as well as discussions from our EMTF-6 conference calls.</p>	<p>FYI</p>

	<p>We will have monthly EMTF-6 Conference Calls each 3<sup>rd</sup> Tuesday of each month:  9:00 – 9:45 – Ambulance Strike Team  10:00 – 10:45 – MMU Strike Team  11:00 – 11:45 – RN Nurse Strike Team</p> <p>RN Nurse Strike Team will be the most difficult team to recruit. Bobby has asked to be invited to hospital Health Fairs, Skills Days, etc. Also asked that you start to promote the strike team during nurse orientation through your nurse educators.</p> <p>Robin Gage will serve as one of the RN Strike Team Leaders for RAC-F</p> <p>MMU Strike Team: to join this team, there are some pre-reqs– ICS; Registered in ESAR-VHP; WebEOC Training.</p> <p>RAC-G will augment staffing, RAC-F will be the lead on this project.</p> <p>Ambulance Strike Team: 8 Ambulances from RAC-F (1 Full Strike Team).</p> <p>Brent Smith will be the Ambulance Strike Team Leader</p> <p>EMTF-6 Budget:  \$77,000.00 – MMU</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>Southwest Center for Pediatric Environmental Health - UT Tyler - Shannon Cox</p> <p>Site/Monitoring Visits</p>	<p>\$40,000.00 – Communications  \$46,000.00 – Training/Education  MMU Deployment – need 6 people form RAC-F to go</p> <p>Ambulance Strike Team Exercise – deploy to mustard point – possible in June</p> <p>Each year EMTF-6 will have a drill/exercise to test EMTF components</p> <p>We have a Volunteer Check-off list</p> <p>We have an Interest Request for each component for EMTF on the RAC website.</p> <p>Southwest Center for Pediatric Environmental Health – UT Tyler: This program will serve as an advocate for Pediatrics during the time of a disaster. We will partner with this agency to promote pediatric efforts during a disaster. Shannon will work with the General Assembly Education/Injury Prevention/Pediatric Committee as well as the Symposium Committee.</p> <p>Sets were set for Hospital and EMS Agencies for FY 10-11 Site/Monitoring Visits</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>Updates: WebEOC</p> <p>Meeting Adjourned - 11:10 am</p>	<p>CEO and Administrators Breakfast – 2/10/11 ESAR-VHP Training – 2/10/11</p> <p>Motion to adjourn made by Norman Prewitt and seconded by Russell VanBibber.</p>	<p>FYI</p> <p>FYI</p>
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Minutes recorded by Shae Watson - Executive Director