

BIO/RAC
Meeting Minutes
June 10, 2010

Attendance: Shae Watson, Russell VanBibber, Keith Kelley, Norman Prewitt, Scott Reid, Russell Thrasher, Victor Wells, Kelly McCauley, Beckie Cressionnie, Brenda Stone, Karen Stephens, Jesse Buchanan, Cindy Phelan, Bertha Evans, Boris Chavez, Joyce Vanginault, Carol Slider, Mark Mallory, Ricky Draper, Kent Klinkerman, Brent Smith, Allan Helberg, Alan McMillin, Jeff Nichols, Robin Gage

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Carol Slider at 10:05 am	FYI
Approval of 5/13/10 Minutes	Motion to approve 5/13/10 minutes by Mark Mallory. Seconded by Norman Prewitt and supported by all members present.	FYI
Moment of Silence for the crew of Care Flight		FYI
Committees: MMA	<p style="text-align: center;">MOBILE MEDICAL ASSETS COMMITTEE Meeting 6/10/2010</p> <p>Attendees: Shae Watson Robin Gage Bertha Evans</p>	

	<p>Karen Stephens Victor Wells Russell Thrasher Beckie Cressionnie Norman Prewitt Russell VanBibber</p> <p>Approval of 4/8/10 Minutes: Motion to accept minutes are written was made by Bertha Evans, seconded by Victor Wells and supported by all members present.</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Mobile Medical Asset – Tentage Set-up for Supplies & Equipment: <ul style="list-style-type: none"> ○ Small front tent – Registration/Triage ○ 2 – Outer + Middle Sections – 25 Beds ○ Back Entrance – Ambulance Bay ○ Canopy – Storage for overflow of supplies and equipment ○ Supply Trailer – Storage for overflow of supplies and equipment ➤ Policies & Procedures: Reviewed and Approved <ul style="list-style-type: none"> ▪ Robin will was given the NETRAC Logo and will get the following approved P&P typed <ul style="list-style-type: none"> ○ Intravenous Therapy, Mgt of ○ Abbreviations, Do Not Use ○ Admission/D/C/Transfer Policies ○ Allergy Bracelet ○ Communication Hand-off 	
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	<ul style="list-style-type: none"> ○ 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 ○ Universal Protocol ➤ Paper Form of Facilities Electronic Copies of ER Forms/Trauma Flow Sheet: <ul style="list-style-type: none"> ○ Atlanta Memorial ○ St. Michaels ○ The committee reviewed and took the necessary elements from each form to come up with the NETRAC MMA Assessment/Treatment Sheet ➤ The committee determined that the following supplies are needed: <ul style="list-style-type: none"> ○ Lipincott Manual (Russell V will check to see if his hospital will donate) ○ Taber's Dictionary ○ Nursing Drug Book ○ PDR ➤ SOP: <ul style="list-style-type: none"> ○ We need to write an SOP that addresses and states the following: <ul style="list-style-type: none"> ▪ It is the responsibility of the requesting facility/entity to re-stock all supplies used, repair/replace any damaged equipment. ▪ Any facility/entity requesting the MMA will be responsible 	
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<p>COMMUNICATIONS COMMITTEE</p>	<p>for using their own P&P regarding patient care.</p> <ul style="list-style-type: none"> ➤ The Policy and Procedures Committee will work with the MMA Committee to develop a Deployment Policy <p style="text-align: center;">COMMUNICATIONS COMMITTEE Meeting 6/10/2010</p> <p>Attendees:</p> <ul style="list-style-type: none"> Shae Watson Russell VanBibber Russell Thrasher Victor Wells Keith Kelley Norman Prewitt Bertha Evans Karen Stephens Beckie Cressionnie Mark Mallory Boris Chavez <p>Approval of 4/8/10 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"> ➤ WebEOC Update: <ul style="list-style-type: none"> ❖ Disaster Training Tuesday –: 	
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	<ul style="list-style-type: none"> ✓ We are getting a lot of participation ❖ New Servers are in <ul style="list-style-type: none"> ✓ We are getting new speed 15 up and down from 10 up and down ❖ EM Monday's: <ul style="list-style-type: none"> ✓ We will host the 1st EM Monday on June 14th ❖ NetWeb Project Update: <ul style="list-style-type: none"> ✓ Primary Server up and running in Paris ✓ Russell will travel to Texarkana to set-up the Secondary Servers ❖ New Board – Who's on line ➤ SOP: <ul style="list-style-type: none"> ✓ Committee needs to work on Communication SOP's ➤ Communications Center - Issue: <ul style="list-style-type: none"> ✓ On the phone line – International Block for 877, when using the Satellite Phones to call into the communications center. ✓ Shae will contact AT&T to get this issue resolved ✓ Communications Center #1 lines is not rolling over to Communications Center #2 ➤ Communications Drill - TRMC: <ul style="list-style-type: none"> ✓ As far as the Ambulance Units the drill went well ✓ Suggestion, begin the drill with paper (especially if the Internet is not up or 	
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<p>SYMPOSIUM COMMITTEE</p>	<p>dies)</p> <ul style="list-style-type: none"> ➤ EMSystems: <ul style="list-style-type: none"> ✓ Most Hospitals did not enter their bed counts during the drill and some who did enter the data, did not enter complete data, so we will drill over EMSystems everyday for the next month. <p style="text-align: center;">SYMPOSIUM COMMITTEE Meeting 6/10/10</p> <p>Attendees:</p> <p>Shae Watson Victor Wells Beckie Cressionnie Bertha Evans Victor Wells Keith Kelley Russell VanBibber</p> <p>Call to order at: 2:03</p> <p>Approval of 5/13/10 Minutes: Motion to accept minutes are written was made by Bertha Evans, seconded by Beckie Cressionnie 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 	
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	<p>Keynote Speaker); Helen Minor (Geriatrics); Brenda Putz (TETAF – Legislation); Dawn Sheffield (CanHelp211); Mark Fox (Weather); Kim Bassinger (Forensics); Dr. Gregory Angiers (Burns); Dr. Lois Peters – (Afternoon Key Note Speaker – Acute Care); Victor Wells/Russell Thrasher (WebEOC).</p> <ul style="list-style-type: none"> ▪ Vendors: <ul style="list-style-type: none"> ✓ Tim Harris w/ Med Pro & Associates - Bronze ✓ Welsh-Allyn - Bronze ▪ Credentialing – Russell V. <ul style="list-style-type: none"> ▪ EMS – CE’s have been secured ▪ Working with TECLOSE ▪ Nursing CEU’s – working with Dinah Welsh of TETAF ▪ CE’s for Nursing has not been secured – Russell still working on them – working with Parkland ▪ No Credentialing for Physicians have been secured; Shae will contact Wanda, Executive Director from 	
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	<p>El Paso to try to get credentialing for physicians</p> <ul style="list-style-type: none">▪ Brochures/Programs:<ul style="list-style-type: none">▪ Save-the-Date Postcards have been printed<ul style="list-style-type: none">• Robin took some and passed-out at GETAC• Shae took some and passed-out at WebEOC Conference• Keith will put together a complete brochure now that all the speakers and times have been secured▪ Advertising/Marketing – Bertha & Beckie<ul style="list-style-type: none">• Ms. Bertha still trying to contact Cable Companies• Shae sent flyer to Justin Milicin and it was sent out state wide▪ Audio/Sound – Russell T.<ul style="list-style-type: none">▪ Russell will work with	
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	<p>the Civic Center management to make sure the sound and audio are in order</p> <ul style="list-style-type: none"> ▪ Hospitality – Robin Gage <ul style="list-style-type: none"> ▪ Photographer – Norman Prewitt has agreed to take pictures of the event ▪ Decorations will be a red, white, and blue theme and will be purchased around or after the 4th of July <p>➤ Finalize Program</p> <ul style="list-style-type: none"> ▪ The program was finalized with Speakers and Time Slots <p>➤ Booklets</p> <ul style="list-style-type: none"> ▪ Folders/Portfolio Style ▪ Speaker’s presentations will be printed and included ▪ Include a Memorial Tribute <p>➤ Decon – Set-up</p> <p>We will run a small drill</p> <p>➤ Assignments:</p> <ul style="list-style-type: none"> ▪ Registration Desk Susie Bain & Brenda Murphy from Hopkins County ▪ Honor Guard – Victor 	
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Meeting Adjourned	Motion to adjourn the meeting was made by Mark Mallory, seconded by Kelley McCauley and supported by all members present.	
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Minutes recorded by Shae Watson - Executive Director