

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

**Attendance: Shae Watson, Scott Reid, Bertha Evans, Ricky Draper, Karen Stephens, Meagan Beauchamp, Jeff Nichols, Beckie Cressionnie, ConnieStauter, Jesse Buchanan, Boris Chavez, Cindy Phelan, Joyce Vanginault, Earnestean Williams, Bobby Buchanan, Robin Gage, Brent Smith, Mark Mallory, Dave Dutton, Norman Prewitt, Russell Thrasher, Kent Klinkerman, Mary Beth Rudel, Vornetta Compton**

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Mark Mallory at 10:09 am	FYI
Approval of 1/19/11 Minutes	Motion to approve 1/19/11 minutes by Brent Smith. Seconded by Scott Reid and supported by all members present.	FYI
	Introduction of New Members	FYI
	Discussed HPP-Austin 1/25/11; 2/25/11; HPP/PHEP - 1/25/11	FYI



	<p style="text-align: center;">Orders</p> <ul style="list-style-type: none"> <li>○ User Agreement</li> </ul> <p>Motion to approve the Final MMU Policies and Procedures was made by Bertha Evans, seconded by Beckie Cressionnie and supported by all members present.</p> <ul style="list-style-type: none"> <li>➤ EMTF Update: <ul style="list-style-type: none"> <li>○ See attached Hand-out</li> <li>○ Discussed Equipment for MMU based upon the Vericor listing from the State – need recommendations by the Tuesday conference call</li> </ul> </li> <li>➤ 2002 Great Dane Trailer: <ul style="list-style-type: none"> <li>○ The trailer has been purchased and is in Dallas at getting State inspection and final look over</li> <li>○ Trailer will become the new home for the MMU tentage and supplies</li> <li>○ The current MMU trailer will be turned into the MMU Command Center</li> <li>○ The current MMU Supply trailer will remain the supply trailer and will hold all equipment and supplies that will not go in the 53’ trailer</li> </ul> </li> <li>➤ MSTAT: <ul style="list-style-type: none"> <li>○ The MSTAT communications box has been purchased</li> </ul> </li> <li>➤ ESAR-VHP: <ul style="list-style-type: none"> <li>○ Encouraged everyone to get signed up for ESAR-VHP</li> </ul> </li> </ul>	
--	--	--

<p>Communications Committee</p>	<ul style="list-style-type: none"> <li>➤ May 21<sup>st</sup> Drill: <ul style="list-style-type: none"> <li>○ MMU Deployment and Training Day</li> <li>○ Activate all 4 components of the EMTF</li> <li>○ Participants will be sent an invitation and asked to RSVP</li> <li>○ Each Hospital/EMS agency encouraged to invite their Administration to come out</li> <li>○ Possible locations: Gilmer, Longview – would like to partner with the hospital</li> </ul> </li> <li>➤ Viewed Disaster ID Packs for the MMU – presented by Scott Reid</li> <li>➤ Duffle Bags/To-Go Packs: <ul style="list-style-type: none"> <li>○ Discussed what types, who should receive them, how many</li> </ul> </li> </ul> <p>Meeting adjourned at 8:55 – Motion to adjourn made by Brent Smith, seconded by Dave Dutton, supported by all committee members.</p> <p style="text-align: center;"><b>COMMUNICATIONS COMMITTEE Meeting 3/10/11</b></p> <p>Attendees:  Shae Watson  Mark Mallory  Bertha Evans  Dave Dutton  Russell Thrasher  Brent Smith</p>	<p>FYI</p> <p>FYI</p>
---------------------------------	---	-----------------------

	<p>Meagan Beauchamp  Beckie Cressionnie  Steve Trodgon  Norman Prewitt  Scott Reid  Boris Chavez  Bobby Buchanan  Vornetta Compton</p> <p>Introduction of New Members:</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> <li>➤ EMTF Update: <ul style="list-style-type: none"> <li>❖ Discussed Radio Frequencies used by TSA-F Provider Organization: <ul style="list-style-type: none"> <li>✓ 155-340 is the Statewide Frequency</li> <li>✓ All TSA-F Providers have the TX Interoperable Channels</li> <li>✓ Mark will get Bobby a list of all the frequencies used by all Hospitals/EMS agencies</li> </ul> </li> <li>❖ Satellite Phones: <ul style="list-style-type: none"> <li>✓ Shae will send out a listing of all the Satellite Phone numbers for all NETRAC entities.</li> <li>✓ Shae will also send out usage instructions</li> </ul> </li> <li>❖ RAC Cell Phones: <ul style="list-style-type: none"> <li>✓ All representative who carry a NETRAC Cell phone have been asked to please keep your phones on for notification purposes</li> </ul> </li> </ul> </li> </ul>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
--	---	----------------------------------

<p>Review of Annual HVA</p>	<ul style="list-style-type: none"> <li>❖ Communications – Notifications Systems: <ul style="list-style-type: none"> <li>✓ Discussed the information from the MIR3 conference call <ul style="list-style-type: none"> <li>➤ This is the notification system used by STRAC</li> <li>➤ System has a WebEOC component</li> </ul> </li> <li>✓ Shae has a call scheduled with IRIS for Monday. <ul style="list-style-type: none"> <li>➤ This is the system that TRMC uses</li> <li>➤ Cost \$4.00 per person</li> </ul> </li> </ul> </li> <li>➤ WebEOC Update: <ul style="list-style-type: none"> <li>○ Reminded everyone to sign up for the Workshop – April 19-20</li> <li>○ Mapper Version 3 has been installed</li> </ul> </li> <li>➤ EMSystems Update: <ul style="list-style-type: none"> <li>○ Reminded everyone that it is part of your participation require to update the system daily</li> </ul> </li> </ul>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
	<p>Meeting adjourned at 9:55 with a motion made by Brent Smith and seconded by Scott Reid.</p>	
	<p>Discussed and reviewed the Regional HVA. Motion to approve the Regional HVA was made by Robin Gage, and seconded by Scott Reid.</p>	<p>FYI</p>

	<p>Asked each hospital to make reference to the Regional HVA in their EOP's.</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. 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>See – Hand-out</p> <p>Discussed May 21<sup>st</sup> Exercise/Training Day</p>	<p>FYI</p> <p>FYI</p>
<p>Updates: WebEOC</p>	<p>March – Disaster Training Tuesday 28 – People logged in 17 – People on the Conference Call Server has been updated Mapper 3.0 Version has been installed</p>	<p>FYI</p>
<p>EMSystem</p>	<p>Overview</p>	<p>FYI</p>
<p>CEO Luncheon</p>	<p>CEO Breakfast has been re-scheduled and is now a CEO Luncheon. Stressed the need for participation.</p>	<p>FYI</p>

NETRAC TableTop	Mid-Term Planning Conference will be held this afternoon. We will have to re-schedule the TableTop, that was scheduled May 17 <sup>th</sup> .	FYI
COG - Full-Scale Exercise	All NETRAC Hospitals and EMS agencies are asked to participate in and help our Response Partner – AT-COG in their Regional Exercise.  The exercise will be scheduled for a date in May.	FYI  FYI
Regional Drills/Exercises	ETMC-Clarksville – had a good TableTop Drill – got some of their old players back involved.  HealthSouth – had a Winter Weather Advisory Drill – Feb 2011	FYI  FYI
Meeting Adjourned - 11:12 am		

Minutes recorded by Shae Watson - Executive Director