

BIO/RAC
Meeting Minutes
April 8, 2010

Attendance: Shae Watson, Robin Gage, Bertha Evans, Brenda Stone, Norman Prewitt, Russell VanBibber, Scott Reid, Cindy Phelan, Earnestean Williams, Boris Chavez, Connie Stauter, Mary Beth Rudel, Jesse Buchanan, Keith Kelley, Patrick Barkley, Russell Thrasher, Victor Wells, Mark Mallory, Jeff Nichols, Nancy West, Kelly McCauley

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Russell VanBibber at 10:20 am	FYI
Approval of 4/8/10 Minutes	Motion to approve 4/8/10 minutes by Norman Prewitt. Seconded by Victor Wells and supported by all members present.	FYI
Review and Discussion of HPP - Austin and Joint Meeting of HPP and PHEP	<p style="text-align: center;">Texas Hospital Preparedness Program Norris Conference Center – South Side of Shopping Center 2525 West Anderson Lane, Austin, TX 78757 April 27, 2010 – 8AM to 12 PM Minutes</p> <p>HPP Statewide Projects -- Ray Apodaca</p> <ul style="list-style-type: none"> • Unspent HPP H1N1 Supplemental Funds - Bariatric Project - \$590,000.00 (\$500,000.00 spent towards – Bariatric Project; 	FYI

	<p>\$90,000.00 – given to SETRAC for Supplemental Funds for taking on administration of this project)</p> <ul style="list-style-type: none"> ○ See Hand-out ○ Each Cache will have the following: <ul style="list-style-type: none"> ▪ 10 – Bariatric Beds ▪ 10 – Bariatric Bed Rolling Carts ▪ Bariatric Wheelchair s ▪ Bariatric floor scales ▪ Patient Lifts ▪ Bed side rails ▪ Lines ▪ 3 – Crib Packages w/ rolling cart • EMSystems <ul style="list-style-type: none"> ○ Update on recurring EMResource/Dialysis cost <ul style="list-style-type: none"> ▪ Met with EMSystem s – Regional Rep here 	
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	<p>from Austin</p> <ul style="list-style-type: none"> ▪ Voiced concern for paying a recurring cost (\$500,000.00) each year for the Dialysis – appears to be double billing <ul style="list-style-type: none"> ○ June 21 EMSystems/HPP meeting – Discussion items for the meeting: <ul style="list-style-type: none"> ▪ Existing system features not being used – Educational opportunity ▪ Offer more hands-on training ▪ System enhancements (NIMS inventory, hospital list, etc.) <p style="text-align: center;">CMU Update -- Patty Melchior/Norma Six/Ray Apodaca</p>	
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	<ul style="list-style-type: none"> • FY10 HPP Fund Spending Status – Are you spending your HPP funds? <ul style="list-style-type: none"> ○ See hand-out ○ We (RAC-F) have spent 80% of our funds ○ We (RAC-F) have \$52,435.53 left to spend by June 30th. • FY11 HPP Contract Update <ul style="list-style-type: none"> ○ ASPR HPP FFY10/SFY11 guidance & funding <ul style="list-style-type: none"> • DSHS in the middle of completing grant application – due in by May 3rd • 3-Year Planning document – can re-submit w/ updates for FY 11 and FY 12 (take out FY 10 information) • Each RAC ask to review the 3-Year Plan make sure you have met the FY 10 Benchmarks <ul style="list-style-type: none"> • Put a statement in FY 11 	
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	<p>Work Plan that you have met FY 10 bench marks, if you have not met these bench marks, then you HAVE to complete in FY 11 and make that a part of your FY 11 Work Plan</p> <ul style="list-style-type: none"> ○ Laptop/computer minimum specs – Windows & MAC/Apple OS <ul style="list-style-type: none"> • These specs have been written by 	
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	<p>DSHS IT staff</p> <ul style="list-style-type: none"> • New FY 11 Contract, will not put specs in the contracts, but will require pre-approval by DSHS before purchasing Laptop/Computers • Will continue to use the existing specs as a guide – if we deviate from the current specs, have to supply justification <ul style="list-style-type: none"> ○ One contract & one budget – pending personnel/salary policy <ul style="list-style-type: none"> • FY 11 – Desire of the HPP Committee as a whole would like to go to one contract • DSHS has approved one contract – one budget <p style="text-align: center;">FY11 HPP Funding Allocation Revisions</p> <ul style="list-style-type: none"> • Discuss possible change to 	
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	<p>DSHS funding allocation for TSA regions</p> <ul style="list-style-type: none">○ \$21,902,850.00 – Texas - FY 11 - Allocation○ See Hand-outs – 4 Different Proposals<ul style="list-style-type: none">● Option 1: Regular Formula● Option 2: 4 – RAC’s are receiving less than \$250,000.00 – Total Allocation● Option 3: Take 2 million off the top to fund the Regional Medical Task Force● Option 4: Take 2 million off the top to fund the Regional Medical Task Force – this would leave 7 RAC’s receiving less than \$250,000.00 – and bring those 7 RAC’s up to the \$250,000.00 (RAC-F is one of the 7)	
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	<ul style="list-style-type: none"> ○ The committee unanimously voted to get the smaller RAC's to at least \$250,000.00 no matter if the Regional Medical Task Force is funded or not <ul style="list-style-type: none"> • Option 2 ○ RAC-F – FY 11 – Allocation – PROPOSED per the different Options: <ul style="list-style-type: none"> • Option 1: \$260,384.00 • Option 2: \$258,423.00 • Option 3: \$238,088.00 • Option 4: \$250,000.00 ○ FY 11 – Grant has to come up with a match – Each RAC needs to start looking at In-Kind matches <ul style="list-style-type: none"> • Look at In-Kind Matches: <ul style="list-style-type: none"> • Ex: If the hospital paid the salary for a nurse to attend a 	
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	<p>course, but it is a course that the RAC supported and paid for.</p> <ul style="list-style-type: none"> • Hospitals have paid for something towards preparedness • • Regional Medical Task Force Teams Update <ul style="list-style-type: none"> ○ 2 – Presentations presented to Dr. Valadez (1 – Eric’s; 1- Doug’s) ○ SETRAC will take the lead on this project ○ 2 Million – Proposed Allocation <ul style="list-style-type: none"> • 8 – Teams ○ The committee unanimously voted to do OPTION 4 FOR FY 11 ALLOCATION - to 	
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	<p>take the \$2 million off the top of the FY 11 Allocation and for the first 90-days of the contract, use it as a place holder until the Regional Medical Task Force 90-Day Pilot Program has been completed. If the 90-Day Pilot Program is successful the \$2 million will be indeed allocated towards that program, if the pilot is not successful, then the \$2 million will be re-allocated back to the RAC's and contract amendments.</p> <ul style="list-style-type: none"> ○ RAC -F's – FY 11 – WILL BE \$250,000.00 <p style="text-align: center;">HPP Program Implementation Cost Workgroup Update – Ray Apodaca</p> <ul style="list-style-type: none"> ● Members - Rick Antonisse, Doug Havron, Wanda Helgesen, Danielle Lissberger, Shae Watson ● Draft FY11 HPP Personnel/Salary Policy <ul style="list-style-type: none"> ○ Salary Surveys: <ul style="list-style-type: none"> ● 7% - if you are a smaller RAC and find that you are underpaid – this will be taken 	
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	<p>into consideration</p> <ul style="list-style-type: none"> • Compare salaries with other agencies who do preparedness: i.e. – COG, United Way, Red Cross, 1st Responders – (Fire Chiefs – Captains) ○ Also when figuring salaries – budget for: <ul style="list-style-type: none"> • Cost of living adjustments • Merit increases • Overtime • Consumer Price Index (CPI) ○ There will be no salary caps as it pertains to the Personnel Cost – will not have to split between Implementation (Administration) vs Program, only one Personnel Cost Category and Fringe Benefits Category <p style="text-align: center;">Status of HPP FY10-FY12 Minimal Levels of Preparedness Strategic Plan</p> <ul style="list-style-type: none"> • Individual TSA regional reports – where are you in 	
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	<p>meeting the FY10 benchmark?</p> <ul style="list-style-type: none"> • TSA region best practices • TSA regional gaps that need to be addressed in FY11 <ul style="list-style-type: none"> ○ We ran out of time – this agenda item tabled to the next meeting <p>12:00 PM Meeting Adjourned</p> <p><i>Next meetings – May 2010</i></p> <ul style="list-style-type: none"> • 18th – HPP – Omni Southpark Hotel – 8AM to 12PM • 18th – GETAC Disaster/Emergency Preparedness Committee – 2PM to 7PM • 19th – GETAC Disaster/Emergency Preparedness Committee – 1PM to 2:30PM • 19th – 21st – GETAC • 17th – 20th – Texas Hurricane Conference -- McAllen <p>Joint - Quarterly Meeting Hospital Preparedness Program & Public Health Emergency Preparedness April 27, 2010 - 1:00 PM to 5:00 PM</p> <p>Norris Conference Center</p>	
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2525 Anderson Lane, STE 365
Austin, Texas

Agenda

1:00 PM Opening Remarks – **Dana Birnberg & Ray Apodaca**

1:15 PM **Patient Tracking System**
Douglas Havron, RN
Administrative Director
Southeast Texas Trauma RAC

2:00 PM **Texas Military Forces All Hazards Response**
W. S. "Chip" Riggins Jr. MD,
MPH
COL, TXANG SFS
Joint Surgeon, Texas
National Guard

2:45 PM Break

3:00 PM **ESAR-VHP Update**
Kelly Adams
DSHS Health Care Systems

Branch

- New Coordinator
- Regional Administrators
- Train-the-Trainer Status

3:30 PM **Texas Department**

<p>Committees: Drills/Exercise</p>	<p>Emergency Management (TDEM) Hurricane Planning and Preparedness Update Johnna Cantrell State Coordinator for Preparedness & Operations Texas Department of Emergency Management</p> <p>4:00 PM Hearing the Unheard: Reaching out to vulnerable populations during an event Vishnu P Nepal, M.Sc., MPH Epidemiologist Houston Department of Health and Human Services</p> <p>Deborah Banerjee (TITLE)?</p> <p>DRILLS/EXERCISE COMMITTEE Meeting 5/13/10</p> <p>Attendees: Shae Watson Russell VanBibber Robin Gage Victor Wells Norman Prewitt Russell Thrasher Bertha Evans Brenda Stone Mark Mallory</p> <p>Motion to approve 3/11/10 minutes made by</p>	
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<p>NETMOC Committee</p>	<p>Bertha Evans. <i>Seconded by Robin Gage and supported by all members present.</i></p> <p>Discussion Items:</p> <p>Shae will contact Steve Troden with DSHS to make sure that the Exercise Team will be able to help us develop and plan the Exercise.</p> <p>Discussed the Exercise Planning Conference:</p> <ul style="list-style-type: none"> ➤ Began discussing some of the concepts and objectives for the exercise <p>Exercise Location:</p> <ul style="list-style-type: none"> ➤ One suggestion was Sulphur Springs <p>Upcoming Drills and Exercises:</p> <ul style="list-style-type: none"> ➤ TRMC – June 1st – Tabletop; June 3rd – Exercise ➤ Texarkana Regional Airport Drill – October <p>Austin Deployment of the Rapid Response Task Force:</p> <ul style="list-style-type: none"> ➤ Brent Smith with Hopkins Co EMS was deployed and represented RAC-F. <p style="text-align: center;">NETMOC COMMITTEE Meeting 5/13/2010</p> <p>Attendees:</p> <ul style="list-style-type: none"> Shae Watson Russell VanBibber Mark Mallory Robin Gage Norman Prewitt Victor Wells Brenda Stone Bertha Evans 	
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Scott Reid
Russell Thrasher

Call to order at: 9:00

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.

Discussion Items:

➤ **Review of ICS Forms:**

○ **Mission Task Board vs 213RR**

➤ **Mission Task Board should contain:**

- **Anything that is a Mission**
 - **Ex: Need to evacuate a hospital**
- **Anything that is a Task**
 - **Ex: Someone needs to report to CNN**

<p>COMMUNICATIONS COMMITTEE</p>	<p style="text-align: right;">News</p> <ul style="list-style-type: none"> ➤ 213RR should contain: <ul style="list-style-type: none"> • Anything that is a Resource Request; anything that is tangible <ul style="list-style-type: none"> ○ Ex: Need to request 100 Ambulances ➤ Hurex Update: <ul style="list-style-type: none"> ○ Victor represented the NETWEB and RAC in the DDC <ul style="list-style-type: none"> ▪ Provided WebEOC Training ▪ Captain supports and wants to utilize WebEOC ▪ Captain would like to bring in 3 other counties (Cook, Fannin, Grayson) that he is over and get them on board with WebEOC ➤ Disaster Training Tuesday – June: <ul style="list-style-type: none"> ○ We will drill the Communications Centers 	
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<p>SYMPOSIUM COMMITTEE</p>	<p>➤ Needed SOP's for the NETMOC:</p> <ul style="list-style-type: none"> ○ EMSystems ○ WebEOC ○ Critical RF ○ Satellite Phones ○ RAC Communications Centers <p>Meeting adjourned at 9:40 by a motion made by Robin Gage and seconded by Russell VanBibber and supported by all present.</p> <p style="text-align: center;">SYMPOSIUM COMMITTEE Meeting 5/13/10</p> <p>Attendees:</p> <ul style="list-style-type: none"> Shae Watson Victor Wells Russell VanBibber Robin Gage Mark Mallory Bertha Evans Lee House Keith Kelley Russell Thrasher Jesse Buchanan Brenda Stone Boris Chavez Scott Reid Norman Prewitt <p>Call to order at: 9:45 am</p> <p>Approval of 4/8/10 Minutes: Motion to accept minutes are written was made by</p>	
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	<p>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); Dawn Sheffield (CanHelp211); Mark Fox (Weather); Kim Bassinger (Forensics); Dr. Gregory Angiers Afternoon Key Note Speaker – Burns). ▪ Credentialing – Russell V. <ul style="list-style-type: none"> ▪ EMS – CE’s have been secured ▪ Nursing CEU’s – working with Dinah Welsh of TETAF ▪ CME’s – working with Dinah Welsh of TETAF ▪ No Credentialing for Physicians have been secured; Shae will contact Wanda, Executive Director from El Paso to try to get credentialing for physicians 	
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	<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 will take some to GETAC• Shae will take some to WebEOC Conference• Each Hospital and EMS Rep ask to take a few and posted at their facilities ▪ Advertising/Marketing – Bertha & Beckie<ul style="list-style-type: none">• Ms. Bertha still trying to contact Cable Companies• Robin will put Save-the-Date flyer in TTCF Newsletter• Russell will put the Save-the-Date flyer on the EMS List Serve• Shae will get the flyer to Kelly Harrell – for EMS Publication and	
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	<p style="text-align: center;">Justin Milicin</p> <ul style="list-style-type: none"> ▪ 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"> ▪ 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 ▪ We will run pictures of last year’s symposium ▪ Food – Melinda Krueger will be able to contribute \$400.00; we asked everyone to check with their vendors to see if they will sponsor ➤ 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 ➤ New Theme: “Have You Forgotten 911?” 	
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<p>3RD Quarter Reports</p> <p>NIMS - Reporting</p> <p>EMS/Trauma Leadership Meeting - Review</p>	<ul style="list-style-type: none"> ▪ Motion to change the theme to “Have You Forgotten 911?” was made by Victor Wells, seconded by Russell VanBibber, and supported by all present. <p>Meeting adjourned at 10:14 am Motion to adjourn made by Russell VanBibber, seconded by Robin Gage and supported by all present</p> <p>The following hospitals submitted Quarterly Reports: ETMC; WRMC; Hopkins Co Mem; GSMC-Linden; Christus; PRMC</p> <p>Each entity needs to complete their NIMS requirement by inputting their personnel into the NIMS Board on WebEOC.</p> <p>The following hospitals have submitted AAR's: 2nd Quarter: Atlanta Mem; GSMC-Linden; WRMC; Hopkins Co Mem 3rd Quarter: ETMC - Clarksville; Christus</p> <p>The main discussion at the leadership meeting was how to secure and save the 3588 Funding - Texas Driver's Responsibility Act</p>	
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<p>Review of the FY 09-10 - Work Plan and Texas HPP Minimal Level of Preparedness Goals</p>	<p>Thanks to all entities for helping complete the FY 09-10 Goals.</p>	
<p>WebEOC Update</p>	<p>May - Disaster Training Tuesday - 48 people participated. Sat Phones tested June - Disaster Training Tuesday, we will drill the RAC Commun Centers</p> <p>Discussed the fact that both WebEOC and EMSystem should be up and running 24/7 somewhere in your facility or entity.</p> <p>EM Monday - target Homeland Security entities that are non-hospital, non-EMS</p> <p>Looking to begin EM Monday's the 2nd Monday of each month in June 2010.</p> <p>Victor has built a Training Outline under the Checklist Menu.</p>	
<p>ROC Drill Update</p>	<p>AAR from the ROC Drill was emailed out to each entity.</p>	
<p>Hurex Update</p>	<p>Discussed in Drills and Exercise - see above minutes</p>	
<p>TRMC Exercise</p>	<p>Discussed the role on NETRAC entities for the Exercise:</p>	

