

BIO/RAC
Meeting Minutes
November 16, 2010

Attendance: Shae Watson, Norman Prewitt, Mark Mallory, Scott Reid, Keith Kelley, Blaine Jones, Brent Smith, Melynda Hutchinson, Joyce Vanginault, Bertha Evans, Robin Gage, Ricky Draper, Dave Dutton, Connie Stauter, Genne Askew, Cindy Phelan, Byron Prince, Russell Thrasher, Jeff Nichols, Jesse Buchanan, Nancy West

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Meeting called to order by Mark Mallory at 10:05 am	FYI
Approval of 10/12/10 Minutes	Motion to approve 10/12/10 minutes by Norman Prewitt. Seconded by Robin Gage and supported by all members present.	FYI
Committees: MMU	<p style="text-align: center;">MOBILE MEDICAL ASSETS COMMITTEE Meeting 11/16/2010</p> <p>Attendees: Shae Watson Robin Gage Bertha Evans Mark Mallory Keith Kelley Norman Prewitt</p>	FYI

Approval of 6/10/10 Minutes:
Motion to accept minutes are written was made by Robin Gage, seconded by BerthaEvans and supported by all members present.

Discussion Items:

- Policies & Procedures:
 - Still waiting on the final version of RAC-E's P&P's, SOP's and Guidance Documents

- Review of the State Mobile Medical Unit Plan:
 - We will use the supplies/equipment from the Dubuis – Paris trailer to ensure that we have enough decon and other supplies needed to meet some of the supplies/equip listed in the State plan
 - We will inventory the MMU on January 6th at 10:00 am
 - We will then list and report to RAC-G any needed supplies and equipment that need to be purchased for the EMTF off the State MMU plan

Motion to adjourn made by Norman Prewitt and

<p>Communications Committee</p>	<p>seconded by Bertha Evans.</p> <p style="text-align: center;">COMMUNICATIONS COMMITTEE Meeting 11/16/2010</p> <p>Attendees: Shae Watson Mark Mallory Brent Smith Russell Thrasher Bertha Evans Keith Kelley Norman Prewitt Blaine Jones</p> <p>Approval of 6/10/10 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> <ul style="list-style-type: none"> ➤ Reviewed and approved the following Policies and Procedures: <ul style="list-style-type: none"> ❖ Communications Centers: <ul style="list-style-type: none"> ✓ Motion to approve the Communications Centers Policy and Procedure as written was made by Brent Smith. Seconded by Bertha Evans and supported by all committee members present. ✓ Discussion: We are still having problems with the roll-over from Communication Center #1 at 	<p>FYI</p>
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	<p>TRMC to Communications Center #2 at Hopkins. Brent will check on the problem and follow up with Shae.</p> <ul style="list-style-type: none"> ❖ Satellite Phones: <ul style="list-style-type: none"> ✓ Motion to approve the Satellite Phones Policy and Procedure as written was made by Brent Smith. Seconded by Bertha Evans and supported by all committee members present. ❖ WebEOC: <ul style="list-style-type: none"> ✓ Motion to approve the WebEOC Policy and Procedure as written was made by Brent Smith. Seconded by Russell Thrasher and supported by all committee members present. ❖ EMSystems: <ul style="list-style-type: none"> ✓ Motion to approve the EMSystems Policy and Procedure as written was made by Brent Smith. Seconded by Bertha Evans and supported by all committee members present. ➤ WebEOC Update: <ul style="list-style-type: none"> ○ EM Monday: Not getting the participation that is needed, so we will combine EM Monday with Disaster Training Tuesday. ○ We will begin recording Disaster Training Tuesday and a link will be added to the NETRAC website so all can listen to the recordings 	
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<p>HPP/PHEP - Austin</p>	<ul style="list-style-type: none"> ○ TWIRP 20 Boards: All are installed with the exception of two boards; these will be the boards that we will teach at the WebEOC workshop. <p>Meeting adjourned at 9:37 with a motion made by Brent Smith and seconded by Bertha Evans.</p> <p>RAC's presented and discussed Best Practices</p> <p>The OASPR Project Manager came for the meeting.</p>	<p>FYI</p>
<p>Emergency Medical Task Force - EMTF</p>	<p>Region 6 (RAC F and RAC G) hired Bobby Buchanan was the new EMTF Coordinator.</p> <p>Bobby will be visiting our Hospitals and EMS agencies Administrative staff to present the State EMTF Concept. I will accompany him on the initial visits to the Hospitals and EMS agencies.</p> <p>Ambulance Strike Team for RAC-F. All six of our EMS providers can form 1 – Strike Team for RAC-F.</p> <p>Nursing Strike Teams – A sign-up sheet has been pasted around for nurses who would like to serve on the strike team from RAC-F.</p>	<p>FYI</p>

<p>Satellite Phones</p>	<p>The members of the HPG committee would like to see some of the EMTF meetings alternate meeting destinations between RAC – F and RAC-G.</p> <p>We discussed the fact that the following entities do not have their Satellite Phones up and operational. The deadline to have these phones operational was June 30, 2010, at the close of FY 09-10. The following entities do not have operational Satellite Phones: Titus Regional Medical Center Hospital, Wadley Regional Medical Center Hospital, Christus St. Michael, East Texas Medical Center – Clarksville, Paris Regional Medical Center.</p> <p>The following motion was made by Brent Smith and seconded by Bertha Evans: The Executive Director will send a letter to all entities that any RAC controlled grant funds will be withheld until they meet the participation requirement for the installation and fully functioning use of the RAC provided satellite phone communication device. As evidence that entities phones are fully operational a phone call from the satellite phone must be made to the RAC Communications Center.</p> <p>Discussion: Jeff Nichols from ETMC-</p>	<p>FYI</p>
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<p>Future Disaster Preparedness Classes</p>	<p>Clarksville made the point that we don't won't to initially upset administrations by threatening to cut off funding, as some administrations may not be aware of the passed deadline for installation. It was suggested that the first letter be sent explaining the satellite phone project and new deadline date of December 31st. If the deadline is not met, then a follow up letter explaining that funds will be suspended until the phones are operational.</p> <p>Brent amended his motion to include the following verbiage be included in the first initial letter to administrations: State that the satellite phones are a grant requirement and have been provided at no expense to RAC entities, the initial deadline for having the phones operational had come and gone and the new extended deadline is December 31st.</p> <p>The modified amendment passed unanimously by all HPG members present.</p> <p>The HPG committee discussed future needed disaster preparedness classes that would be funded with FY 11-12 grant funds:</p> <ol style="list-style-type: none"> 1. Decon Training 	<p>FYI</p>
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<p>ESAR-VHP Update</p> <p>Updates</p> <p>Meeting Adjourned - 11:10 am</p>	<p>2. Hazmat Training</p> <p>We will have ESAR-VHP Training February 10, 2011, from 1:00 – 3:00 pm.</p> <p>EMSystems Training: at the January meeting.</p> <p>TRMC – Drill: the drill was conducted in an excellent manner.</p> <p>All RAC ambulance providers participated, minus Atlanta Fire, as Mark was not able to contact them in time.</p> <p>The following agencies participated: Law Enforcement, Fire, Hospitals, EMS, Public Works, Mt. Pleasant School District.</p> <p>Motion to adjourn made by Robin Gage and seconded by Norman Prewitt.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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Minutes recorded by Shae Watson - Executive Director