

MOBILE MEDICAL ASSETS COMMITTEE
Meeting 7/14/2011

Attendees:

Shae Watson
Meagan Beauchamp
Scott Reid
Karen Stephens
Norman Prewitt
Keith Kelley
Bobby Buchanan
Dave Dutton
Robin Gage
Brent Smith
Sandra Jeffrey
Mark Mallory
Dr. Michael Williams

Approval of 5/19/11 Minutes:

Motion to accept minutes as written was made by Meagan Beauchamp, seconded by Brent Smith and supported by all members present.

Introductions of New Members

Discussion Items:

- Registering for ESAR-VHP and Completing the Interest Forms:
 - Encourage co-workers to participate

- MMA Deployment Plan:
 - Discussed the need for nurses to be RN's
 - We will need nurses (both RN and LVN) to work the Patient Care areas, as well as the Triage areas
 - Consider rotating LVN's along with Medics
 - We will need Techs/Clerks for the Nurses Station

- Rostering:
 - Worked on rostering all positions for all three teams (Red, White, Blue Teams)
 - All positions rostered with the exception of the Clerical/Techs positions

- Patient Process Flow:
 - We will set up the Patient Care areas according to the Mission Task
 - Patients will come in with a Triage Tag

- Drug Storage:
 - We will look into working with state pharmacy chains for the rotation of drugs (Wal-Greens, CVS, etc.), if this continues to be a requirement from the State

- MMU Documentation:
 - Discussed the T-System – this is the system that the State will use for deployments. Several comments from the committee that this system is not necessarily the best to use during disasters because as it stands, the NETRAC MMU is not a licensed hospital and this system is geared more towards hospitals.
 - Dr. Williams made a suggestion that to keep documentation simple, we use a SOAP form (simple one sheet form that documents S(subjective); O (objective); A (assessment); P (plans). This form will capture all the patient documentation needed for a field deployable unit.

- Deployment Time Sheets:
 - Deployment Time Sheets have been developed
 - Time sheets will be given to the person deploying and it is their responsibility to get the paperwork to their HR Departments for completion and back to the EMTF Coordinator for reimbursement

- Out of Inventory List:
 - A Out of Inventory Tracking Form has been created to keep up with supplies and equipment used during a deployment, so that NETRAC or the EMTF Project can be reimbursed for the NETRAC Regional Supplies/Equipment Caches (if used) and the same applies to the EMTF Supplies/Equipment.

- MMU Training – Set-up Exercise Date:
 - EMTF-4 – MMU Group will have an exercise training set-up in conjunction with the NETRAC Symposium. The date for the exercise – set-up is September 8th (8:30 – 4:30)
 - Robin will check with the Drama Department at Mt. Pleasant High School for mock players.

- Uniforms/Go-Bags:
 - 15 To-Go Bags were issued to NETRAC MMA Team members
- Trailer Updates:
 - 53 ft. trailer – still at Cookville RV getting electrical and lights put in
 - Zumro trailers – delayed shipment

- The Steering Committee agreed to use \$3000.00 of the \$8900.00 MMA budget to have insulation put into the 53 ft trailer.
- Discussed NETRAC members who could possibly pull the current 28 ft NETRAC Tentage Trailer and the MMA Supply Trailer
 - 1-Ton Trucks: Sandy, Keith, Wade, Tom Craft (Mark's Paramedic)

Meeting adjourned at 5:45 – Motion to adjourn made by Brent Smith, seconded by Dave Dutton, supported by all committee members.