

Hospital Preparedness Planning Group

Meeting Minutes

December 22, 2006

Melanie Tucker called to order the regular meeting of the Hospital Preparedness Planning Group at 9:01a on 12/22/06 in CATRAC Classroom A.

I. Sign In

II. Introductions: Everyone introduced themselves to the group. Minutes from previous meeting were approved with no changes.

III. EM Bed Ready Project Update: Melanie went over it, as Leslie was not present. Now doing the integration with the St. David's Partnership to bring their remaining regional facilities online. Seton is coming on after January 1, 2007. All bed reporting will remain invisible, including the data feed into EMSsystem. The facilities which are on line need to start formally reporting as of January 1, 2007.

IV. FY06 HRSA Close-out Documentation Needed: Send in all invoices, dated no later than 12/31/06. Capital expenditure invoices can be dated no later than 1/31/07, but the funds must be encumbered prior to 12/31/06.

State's definition of capital expenditures is "expenditures greater than \$5000 with more than one year of usefulness."

Question from group: Was it the plan to use grant funds to do a group order of anti-virals? *Answer* – It would cause too many issues in coordinating that for all facilities with the short timeline to take advantage of the program.

V. 07 Planning: See spreadsheet. LOA will be going out after 1/1/07. Will need them signed and returned in order to receive HRSA funding in FY07.

EMSystems and Salamander will be brought in to demonstrate the scanners with patient tracking system.

February 21-22 – Regional functional exercise, as required by GDEM. Recommended that all participate. This is a functional drill.

All must get into NIMS compliance. See attached documents to determine your facility's NIMS training needs.

Monthly Hospital Reports: This will be changing in January, adding new question, possibly making it another page longer. New template will be sent out electronically at the first of the year.

VI. Planning Committees: Starting up in January. A regional plan is needed for each focus area; Explosives, Pandemic, Chemical related, and Weather related incidents. Need volunteers to Chair these planning committees. Please contact Melanie to volunteer.

VII. 12/8/06 Drill Comments: Those who attended the pandemic flu drill gave their feedback; it was valuable, informative experience. Some representatives suggested that we put the functional components utilized in previous regional drills back in for future drills.

VIII. Regional Operational Issue Discussion:

Audit was finished Thursday, December 14, 2006. CATRAC passed 100%. Site visits were completed over the course of 3 days. The auditor will send a final report; no follow-up is needed. Site-visited hospitals will receive a hard cop of the final report for their records.

Meeting was adjourned at 10:09am.