

# ***Hospital Preparedness Planning Group***

## ***Meeting Minutes***

February 23, 2007

Tara Lowe called the meeting of the Hospital Preparedness Planning Group to order at 9:03a on 2/23/07.

### **I. Sign In**

**II. Introductions:** Everyone introduced themselves to the group. Joining the meeting was Leslie Gray from FTG, Craig Sikes from DFW Communications and Jeremy Anderson from Grainger. Minutes from the 2/9/07 were reviewed.

**III. Motorola Radio Training:** Jeremy Anderson and Craig Sikes discussed Interoperability Communication Plan, why it's taking place, and gathering more information about who needs training (Train the Trainer style session). This is still in planning phase. Looking for more information RE: What days are best, in what areas are there gaps, what are the common questions. Meeting with Melanie after HPG to get more direction on needs with the radios, to lay out a plan.

Grainger also has new key initiatives guide. He sent it via email, but it bounced from a lot of addresses. See him if you did not get it so he can get it to you.

**IV. EMBed Ready Update:** Drill went well on Feb. 21-22. Did get EMSsystem integration complete in time for the drill. Now, FTG is asking that all facilities make sure their data is accurate in the system. Whether using for housekeeping or data is automatically being pulled, data is real time and being passed real-time to EMSsystem.

Bed data can't be changed inside EMSsystem anymore. Leslie has left instructions on how to edit beds, update bed information and bed types in system. If your beds were off or ED beds weren't in system, there are now instructions to fix this.

Leslie took some feedback from St. David's about EMSsystem. Then it was emphasized that the phase 2 will be a push for surge capacity. Currently only providing a baseline for available beds.

**V. HAM Radio Update:** The HAM Radio group want to test interoperability between Austin-Travis/Williamson County area, using one channel of communication. ARES is the backup system should their primary communication system fail. City of Austin is committed to buying equipment to address some identified deficiencies that Joe Canfield pointed out for them.

Lakeside Hospital at Bastrop is up and running with their amateur radio system. Getting close to finishing original group of hospitals, and have most of the equipment in for the currently under construction hospitals.

- VI. Regional Drill:** NERRTC was impressed with the regional bed tracking. At After Action Report meeting, the concern voiced was the need for more training on WebEOC. WebEOC training is available through CTECC and through CAPCOG.
- VII. 07 Planning:** Spending plans, project approvals, anti-viral purchase approval forms: All forms must be submitted electronically no later than Tuesday, March 1, 2007. Robert Haugland brought up an inconsistency in that last meeting's minutes say March 6<sup>th</sup>. Tara will check with Melanie and confirm the correct date via email.
- VIII. Monthly Hospital Reports:** Reminder that reports are due 15<sup>th</sup> of each month for the previous month. Tara listed that hospitals that turned in their report for January. Send reports electronically, using the new form, to Tara Lowe at [catracad@grandecom.net](mailto:catracad@grandecom.net).
- IX. MOUs and LOAs:** Michelle Fillman listed those hospitals that have turned in their LOA and MOU. Reminded that we cannot accept spending plans, project approval forms, etc without having these on file. Extra copies of LOA and MOU were brought in for those hospitals not listed.
- X. Regional Operational Issues Discussion: No discussion**
- XI. Committee Chair Reports:**
  - **Weather** – No minutes. All committee members had a homework assignment to email copies of their facility's weather-related policies and procedures.
  - **Chemical** – The group put together inventory tool for each facility to find out what each has in equipment, training provided, chemical PPE, Mark I kits, etc., to get a baseline of resources, so they can plan from there. Christy Knapp handed out these forms to everyone to fill out and return to her.
  - **Pandemic Flu** – The group talked about addressing grievance counseling in case of pandemic flu; Robert Haugland contacted a hospice counselor for input. The committee discussed possibly putting together an MOU with them. Also for cases of home care, Robert suggested the possibility of using the Red Cross to transport medical supplies. He also talked about compiling the following information into a spreadsheet: anti-virals, alternative care policies, and PPE. Minutes from the 2/9/07 PanFlu Committee meeting were distributed.
  - **Explosives** – Eder Holguin is developing a PowerPoint presentation about the different case studies and IEDs. Once the committee compiles 15

minutes of a presentation, they'll make copies to distribute to the HPG group so they can take to their hospitals.

**XII. Committee Meetings 10:00-11:00:** At this point, the HPG meeting adjourned and participants divided into their respective committees to discuss their focus issues.