

OASPR TSA-O Hospital Preparedness Planning Meeting

Meeting Minutes

April 25, 2008

Attendees: Phil Alder, Billy Atkins, Joe Canfield, Don Cooper, Heidi Erwin, Ann Figueroa, Nancy Garza, Kimberly Gill, Jackie Gondeck, Robert Haugland, Glen Jackson, Cristy Knapp, Dave Reimer, Dave Rhinehart, Bill Shaffell, Don Walker, Ron Weaver

Handouts: Overview of Stafford Act, EM Asset Tracker Overview presentation.

Next meeting: May 9, 2008, 9am – 11am, CATRAC office

I. Introductions

- Attendees introduced themselves around the room. Joining the group was Don Cooper, President of Facilities Technology Group.

II. Review / Approval of Minutes from April 18, 2008: postponed due to computer failure. The minutes will then be distributed electronically when the repair is completed.

V. FTG Update: *Don Cooper spoke about the status of two of our current projects*

- **EM Asset Tracker (see handouts):**
 - FTG is in the final stages of rolling this program out to 6 RACs. Being in between directors delayed RAC-O's rollout. Their goal is to make this tool a state standard. The state wants to see these lists of assets and as yet, no one had solved this issue. HOTRAC is currently using it; Christine Reeves can report on its efficacy. It was designed initially for tracking HRSA/OASPR assets, but users can now put in other assets.
 - The RAC can document transfers of equipment within the system. Providers cannot randomly move assets around; the goal is absolute positive control of the assets.
 - Dashboard is per RAC: users of the system will see only RAC-O assets.
 - The Document tab allows for attachment of PO's, invoices or even pictures of assets; there is a free text search (similar to Google); and items can be grouped into "Kits", such as PAPRs with cartridges and batteries.
 - Items cannot be deleted. The system shows the history of all changes from its initial entry through to its disposal. This leaves a complete audit trail.
 - The system does *not* contain a maintenance work order system.
 - Training on the system will be at the RAC, not at individual hospitals.
 - This system stresses facility accountability, but the RAC may look at auditing a facility's inventory periodically in the future.
 - Michelle had distributed CDs containing asset data from each hospital a few months ago; Double-check these against your real inventory to ensure it reflects reality.
- **EM Bed Ready**
 - Funding for integration of the new hospitals was budgeted already.
 - Scott & White was already contracted. Don Cooper put together a quote for initializing, training and bringing them online. Just needed a signed contract for the subscription.
 - Cedar Park had to have both activation and subscription set up. Also needed a signature to begin that process.
 - Seton facilities have paid FTG to do an ADT (admissions discharge and transfer) integration with Bed Ready. Integration was delayed due to implementation of another system (possibly Teletracker). FTG is waiting for the Seton IT person to contact them with the go-ahead to integrate the bed status from the ADT system into Bed Ready. The bed data will be sent under the control of the ADT system; no patient information is shared.
 - The value to the RAC is that it gives real-time bed availability information more current than ADT systems. EVS does not have to do *any* data entry.

- FTG will contact Cedar Park's and Scott & White's IT department. EVS gets notified by paging and there is some training on that. FTG will come to the facility to do this training.

VI. Committee Reports

- After the April 30 deadline passes, we can revisit committees and what Dave had in mind for fine-tuning the committees.

VII. OASPR Pre-Approval Update

- There are still no approvals back from the state on any item dealing with Security, vehicles, etc.
- Dave went over wish lists with nearly all the facilities and got them to a manageable amount. Most people got what they needed. Lists were broken down into priorities.

VIII. Regional Purchases

- Dave gave an overview of what will be ordered for the region. The bottom line for a regional purchase came to \$225,074.71 at the time of this meeting.
- Most facilities lacked rechargeable "Smart" batteries. Dave calculated the number of PAPRs we have in the region and matched one "smart" battery & charger for each. Those who had expiring cartridges will be given replacements from this order, in addition to bringing facilities up to baseline.
- Decon radios: each will have an ear microphone and PTT button, and come with a charger. Some will have a 6-bay charger. Backup radio batteries were also purchased.
- Other items were added to the order such as caution tapes, cooling vests, chem tape, unhooded suits
- The group was reminded to include the tax and shipping on the POs. All POs are due in April 30, 2008.

IX. HPP Meeting (Texas Hospital Preparedness Program)

- This is a meeting to which each RAC must representation, as a provision of the contract. Dave Reimer attended on April 22.
- **EM Resource:**
 - There was discussion of EM Resource: Ray Apodaca (head of the preparedness planning group) reported that there will be EMS system notification check. It won't effect the hospitals directly, but will be done at the RAC level. They can use it as a drill.
- **Ventilators:**
 - As part of the Pan Flu Grant the state had gotten, they purchased 164 ventilators for use in the state of Texas. They are "Eagle" brand. RAC-G agreed to purchase these on behalf of the state and were reimbursed. They created a distribution list and brought it to the meeting. Dave Reimer added our RAC to the distribution, so we are getting 10 ventilators. They need a shipping address by the end of the day today. Ray doesn't want them to sit in storage. Put them in service and use them on a daily basis. According to the grant contract, the Eagle rep will train whoever gets these at their facility. It was further clarified that you can use some future OASPR grant funds to do PM. Transfer of ownership will come from RAC-G.
 - It is a portable ventilator with a cart and minimal maintenance needed. In the contract, there were pedi and adult fittings listed for it, but in the end, not everyone getting a ventilator will get the pediatric adapters for it. The total price was about \$7000 each. Email Michelle with your interest in the ventilators. Ray looked at the number of hospitals in each of the RACs that participate and took a percentage from that. Houston declined any. The reason they chose the non-disposables was that it fits in with the SMS stockpile guidelines.
- **Grant Guidelines:**
 - There may or may not be a reduction in the amount of funds we get in FY09. It is probably assured there will be a reduction in the amount the federal government will release, but once it trickles down through States, the final distribution may vary.

- They put out the date of July 1 as the start of the next OASPR grant period (FY09). The end of OASPR FY08 is 7/31, which would create an overlap. This is not absolutely confirmed, nor do they have the final deliverables written up yet.
- It was asked that deliverables and benchmarks be distributed so that when facilities are completing next year's pre-approval forms, they have them to reference.
- For next year, Dave Reimer recommended that committees look at the submitted pre-approval forms, and decide how they fit deliverables. We will also need to start thinking about sustainability in future fiscal years, especially with regard to applying for other grants.

X. Regional Operational Issue / Discussion – open forum

- Director position: there are 3 people to be interviewed in next few weeks. Subgroups need to take more of the load.
- Office equipment: Dave Reimer motioned to purchase a new laptop & projector for group's education use if there are funds for it. Cristy Knapp seconded.