

OASPR TSA-O Hospital Preparedness Planning Meeting

Meeting Minutes

April 4, 2008

Attendees: Phil Alder, Billy Atkins, Vasanti Brandl, Renee Buhman, Joe Canfield, Carol Davis, Ann Figueroa, Chris Freeman, Kim Gill, Tammy Hartfield, Robert Haugland, Linda Haynie, Mike Henry, Glen Jackson, Ricky Nevels, Janet Pichette, Dave Reimer, Dave Rhinehart, Bill Shaffell, Don Walker, Ron Weaver, Robin Wiatrek, Janet Woods

Handouts: Minutes from March 28

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

I. Introductions

Attendees introduced themselves around the room. Joining the group was Janet Pichette from Austin-Travis County.

II. Review / Approval of Minutes

- Clarification in Regional Operations Issues: "When a motion is made..." should be prefaced with "E.g."
- Addendum to Drill Planning/Coordination: This presentation had to be cut short due to time constraints and the limitations of our conference call capabilities. It was agreed that Mike Garvin would be in touch with the Drill Planning group to try again at a later time.
- Bill Shaffell motioned to approve minutes, Ron Weaver seconded, minutes

III. Old Business:

- **SES (simulated drills):** Mike Garvin got in touch with Dave Reimer to set up doing a better presentation directly to the drill planning group.
- **Director Position:** Loren Stagner had resigned, and this was announced at the previous meeting as well. There were some action items Loren had been working on before leaving which we were able to catch up on with Dave Reimer's, Marilyn Hollingsworth's and Michelle Fillman's work.

IV. Reports

- Hospital Monthly reports: These reports need to be turned in by the 15th of the following month. E.g. March's report is due by April 15.
- Quarterly reports: On March 31, CATRAC had a second quarter report due. We also had some changes due on the first quarter report. Much of the information for this report was collected from the monthly hospital reports.
- Mid-Year report: This was also due on March 31 and some data for this is collected on the monthly reports. However, there have been some changes to the questions, so these changes will need to be reflected on the hospital queries as well.
- Dave Reimer presented to the group what the Quarterly Report for the state looks like, and where the data from the monthly reports fits in. He explained We just made the questions more user friendly on the monthly report. In the future, it is possible we might be able to put the form on the web for ease of use.
- It was recommended that facilities and the pharmaceuticals committee revisit where they are with their prophylactic caches for staff. The benchmark was: For each staff member, count 4 family members, and stock the cache accordingly.
- Gilbert Gonzalez asked about replacement of the cipro and doxy caches. Janet Pichette reported that the local supply was intended as a one-time chunk of pharmaceuticals. Williamson County received theirs and it already expires in November, with no plan for what will happen to it afterward.

- Dave reported that with the Chempaks, they took samples from each pack and tested the pharmaceuticals and extended shelf life based on the results. But they are probably not going to do that with Doxy and Cipro.

V. OASPR Pre-Approval Form

- At the bottom of this form, in red, it reads: "Purchases of vehicles, storage buildings, storage sheds, and trailers must be pre-approved by DSHS & ASPR." Add to that restriction "security" items as well. If you've used HRSA funds for security projects in the past, be sure to word it appropriately for continuation of that project.
- Michelle and Dave requested that the hospitals turn in their forms by no later than Monday, April 7. The state will need time to approve specified items and POs are due in by April 30.

VI. Communications

- Ron Weaver is ready to cut the PO for the Interop radios and will be taking care of that this week. They will be scheduled for delivery in about one month and come directly to the CATRAC office. Before distribution, they will need to be programmed and the prospective users must receive training, which Chuck Brotherton will set up

VII. Regional Purchases

- Dave Reimer reported there was a surprising number of facilities that don't have rechargeable batteries. He had surveyed the group about their inventory several weeks ago, and will send that survey out again for those who had missed the first round, asking what your hospitals have and what they need. He is accounting for at least one non-rechargeable new battery per each PAPER. Will make the list of what is to be ordered after the data is collected from the hospitals.
- Some members might remember a battery recall from a few years ago. Some of the original batteries were not turned back in. They are still useable, but do not leave them on the charger indefinitely; instead, charge them every two weeks.
- PAPRs are needed for new hospitals and some existing have deteriorated in un-air-conditioned storage. Enough cartridges for an estimated 219 PAPRs in the region (including the new ones we're buying) would be included on the regional purchase. Most will be expiring this fall (2008), some will last into 2009. Expired items can still be used for training.
- Batteries and chargers can be purchased separately. Cooling vests are also something needed in the area. They are expensive, but Dave suggested that they be included in the regional purchase. Last year, excess funds were used to purchase freezers for the cool packs that go inside the vests for some hospitals.
- Gilbert Gonzalez found some cooling vests that had collected mold while in storage; the infection control nurse at his facility believed they could not be washed. However, Kim Gill is the infection control nurse for Westlake and reported that the vests are never in contact with patients and are therefore able to be washed. Vasanti verified this fact with the manufacturer. Kim Gill will touch base with the infection control nurse at St. David's to explain that the mold issue isn't an infection issue. This could prevent having to spend funds on new ones.
- For vests, we will look at supplying and re-supplying the ones we have, if need more, look at it as a regional purchase if we can. It was requested that a list be provided of what will be provided regionally to each facility so that it won't be duplicated on pre-approval requests.
- Dave Rhinehart reported there is a small number of vests in storage and it was suggested that those be distributed to the facilities that don't have any yet.
- Vasanti can get reps from equipment manufacturers to train people on the use of anything Grainger supplies and its maintenance. This requires a commitment of people being there and learning it, in order to show it to new people as needed.

- Dave Rhinehart made a motion to make a regional purchase based on the list compiled by Dave Reimer after data has been collected from the group. Seconded by Ron Weaver. Discussion: Dave's current figures put the total at about \$189k, but this will change as people continue to turn in their inventory lists. PAPRs are a first priority, and each new PAPR would get a cooling vest. Cartridges are also a priority. Backfilling vests on existing PAPRs is not a priority. Motion carried.

VIII. Education/Training

- We will need to arrange some NIMS training this fiscal year. This year, the IS 300 & 400 modules are required. There is some funding available for education. If we can't find facility area large enough, it might need to be broken out to multiple classes. Space is needed for five tables of five participants.
- Janet Pichette reported that the SNS plan has been recently revised for the Austin-Travis County area. Her department may be able to provide SNS training and have some discussions regionally on what to do for the future.

IX. Regional Operations Issues

- none