

OASPR TSA-O Hospital Preparedness Planning Meeting

Meeting Minutes

May 30, 2008

Attendees: Phil Alder, Billy Atkins, Rolando Benavidez, Vasanti Brandl, Joe Canfield, Carol Davis, Brett Dodwell, Heidi Erwin, Chris Freeman, Kim Gill, Jackie Gondeck, Rodney Goodman, Robert Haugland, Jeff Hoogheem, Glen Jackson, John Kinniell, Cristy Knapp, Nancy Maschal, David Reimer, Bill Shaffell, Robin Wiatrek, Robert Woodruff

Handouts: Minutes from May 9, OASPR SFY09 Capabilities (on reverse of agenda)

Next meeting: June 13, 2008, 9am – 11am, CATRAC office

Introductions

Attendees introduced themselves around the room. Joining the group was Robin Wiatrek from CAPCOG and Rodney Goodman from Motorola.

I. Review / Approval of Minutes:

- May 9, 2008 minutes – Cristy Knapp motioned to approve with stated changes, seconded by Glen Jackson. Going forward, minutes will be distributed via email and not printed for the meeting by our office. Members can bring their changes to the next meeting. Once approved, they'll be posted onto the CATRAC website.

II. Executive Director Update

- Dave Reimer announced that he has accepted the position as the RAC's new director. He will still be with St. David's Georgetown for a couple of months, while helping with the RAC as well. After that, he will go to PRN status at Georgetown.
- Dave has some new goals for educating facilities and agencies about the RAC and what we do.

III. Old Business

- OASPR SFY08 funding / purchase update – we now have the funding in the bank, having submitted a B-13 voucher to the state with the collected POs from the participating hospitals. If you have any questions, contact Dave. Facilities representatives will need to sign an affidavit, when reimbursed for the POs or invoices, stating the amount accepted by the facility.
- CATRAC Bylaws – we are still in the process of updating some bylaws. Dave has alluded to attendance in the past, and reiterated that the Board is adamant about its attendance requirements. If a facility receives funding, a representative must attend. Michelle sent out a copy of the bylaws via email. Any changes must first go to committee, then the committee brings it to the Board, who brings it before the General Membership. It will be July before new major changes will be seen.
- OASPR SFY09 Signature Page – This refers to the sub-recipient agreement, which each participating facility signed for the SFY08 OASPR funding. For SFY09, there will be some wording changes, reflective of the new contract, but will largely remain the same.
- EM Asset Tracker – Don Cooper of FTG talked about this in a previous meeting. Train the trainer education will be handed off to the Equipment committee, who will then take it back to facilities and educate them on entering the data. This is a simple process and training will take about 1 hour.
- Ventilators – these have come in to the CATRAC office. Carts have not yet been delivered. For those who have requested a ventilator, Dave will get in touch regarding training and the equipment transfer. All ventilators are spoken for at this time, but Dave will update the group if any becomes available. Another cost issue

associated with these is the extended warranty, which we may possibly be able to fund.

- Reeves Training – For those who'd had training postponed, it's being rescheduled for during the week of June 16. Reps from those hospitals worked with Vasanti Brandl on the dates. The trainer has requested that facilities please make sure they have an actual Reeves tent, not a tent from another manufacturer, as he is unable to train on other brands. If your facility has another brand, Vasanti can get another vendor in for training. It may still be beneficial to view the Reeves training at another facility however. Brett Dodwell reported that Scott & White had their training and it was brief yet effective. Dell Children's hospital videotaped their demonstration. Bill Shaffell will look into getting CDs of this video to share.
- Dave proposed the purchase of a TV for the office for use in the event this site becomes an EOC, and for weather and news updates in emergency events. The motion was made by Cristy Knapp, that if there are funds available, to go forward with this purchase, seconded by Brett Dodwell. Motion carried.
- Mass Fatality/body-recovery team training – Jeff Hoogheem reported this will start with a half day on July 15 at 1:00 in the new Round Rock Police Department facility, and a second full day on July 16. This is not a "how to", but to reach out to key leaders and decision-makers and get their buy-in. About a year from now, after the team is identified, they'll work on the "how to" training. If you are interested in the regional Mass Fatality work group, they are going to the Travis County Medical Examiner's office on Monday, June 2, at 1:30 for their meeting and a tour of the office. Bill Shaffell has arranged free parking for this at the Brackenridge garage.
- Conference Calling – We do have a conference phone. Michelle is researching a cheaper rate, as multiple lines for several hours can get expensive. We need to create attendance guidelines before formally implementing its use. The concern is that people will stop attending in person altogether, and that is not the purpose of having this equipment.

IV. Committee Reports

- Communications – Ron Weaver is chair, but was unable to attend today's meeting. Dave Reimer reported: The Motorola radios are in. They are now looking at training and distribution. Rodney Goodman presents on this later in the meeting.
- Drill & Preparation – This committee has aligned with the Coalition, which involves Public Health, Fire, and EMS. There is a major drill being planned for October or November, currently still on the drawing page. Robin Wiatrek coordinates the meeting times. The more representation from each facility, the better. Albie Shaffer is no longer with Heart Hospital, and has stepped down as Drill chair. Ron Weaver has been standing in until another person can take the role.
- Pharmaceuticals committee – This committee has no chairperson yet. HPG members should consider this committee, and email Michelle if interested. Dave will create the committee guidelines.
- Website – Michelle reported that the website re-launch is nearly ready. Maintenance is an ongoing thing, but users should see a lot of difference in the layout and functionality. There is also an official CATRAC logo in development, thanks to pro-bono work by Thomas Adams, a graphic designer for City of Austin CTM.

V. SFY09 Grant Update

- Timelines – The work plan must be completed and turned in to DSHS by June 20. Some DSHS reps came to the RAC office for a meeting on a different topic. Dave used this time to also speak to them about the contract timelines. They can't be flexible on that 6/20 date. On June 2, they're sending out the grant guidelines, with the comment period closing on June 9. August 1, 2008 marks the start of the new OASPR contract.
- Capabilities (also called sub capabilities) are what were formerly known as "benchmarks". (see back of agenda) DSHS wants to see actual numbers for NIMS

compliance from each facility. We have until 6/6/08 to turn in the numbers we have so far. Dave will acquire clarification on IS 300 & 400 requirement.

- Transfer of ownership – A form is being developed for the transfer of equipment ownership. It doesn't refer to the total funding amount a facility gets, just the cost of an individual item, usually of a set dollar amount (i.e. >\$5000.00). Dave will try to put that into some language this week.
- TSP – this refers to "priority telecommunications" for a cost. It is similar to GETS (Government Emergency Telephone Service - <http://gets.ncs.gov/>), per Jeff Hoogheem; Wired lines on GETS are free, and wireless is \$10/month. TSP is a restoration of service. GETS won't work if there's no service. The State wanted to know which facilities are participating in the TSP program.

VI. CAPCOG – Robin Wiatrek

- Robin has been joining our discussions, and gave a brief overview of what the CAPCOG is and how they work with the RAC and other agencies in the region, via a PowerPoint presentation and handouts. Their divisions include the Area Agency on Aging, Air Quality Planning, Criminal Justice, Emergency Communications, Homeland Security, and The Center for Regional Development. For further information, see their website at <http://www.capcog.org>.

VII. Communication / Radio Project – Rodney Goodman

- Rodney is a Project Manager for Motorola Radios. He needs a main contact and an alternate contact from each facility and Dave handed out a form to complete.
- If your facility is getting a radio, they want to see at least 2 people in training. The plan is to deploy these radios with as little effort on your behalf as possible. Training dates will likely be scheduled in July. Once users are trained, radios will be issued out. There will be a few base radios set up during the training. All radios have been inventoried, and listed as to who is getting what. They are currently waiting on finalized templates from Travis County and the programming of the radios. Training will be provided for everybody in Williamson and Travis Counties.
- Motorola will be doing a site walk through 17 facilities. Some facilities may need an outside antenna if the reception is bad. This would be installed prior to training, so it's all in place before they are put into the facility. They also may need to get into the ceiling for cabling, so please notify facilities management. An antenna contingency fund was put into the bid, so there is no new cost associated with that. Site visits should happen in the next two weeks. Facilities can provide floor plans so Motorola can notate the signal readings in various spots. Facilities will know a month in advance when the training will be, and the class will require no more than 3 or 4 hours.

VIII. Regional Operations Issues / Discussion – open forum

- No issues to discuss.