

OASPR TSA-O Hospital Preparedness Planning Meeting

Meeting Minutes

May 9, 2008

Attendees: Phil Alder, Billy Atkins, Vasanti Brandl, Renee Buhman, Joe Canfield, Carol Davis, Kim Gill, Robert Haugland, Jeff Hoogheem, Gilbert Gonzales, Nancy Maschal, Dave Reimer, Don Walker, Ron Weaver

Handouts: Minutes from April 25, HPP Sub-capabilities/priorities FY09

Next meeting: May 30, 2008, 9am – 11am, CATRAC office

Introductions

Attendees introduced themselves around the room.

I. Review / Approval of Minutes:

- April 18, 2008 – These were sent out by email, and changes were submitted electronically.
- April 25, 2008 – Ron Weaver made a motion to approve, which was seconded by Phil Alder. Minutes were accepted as written.

II. Old Business: SFY08 update

- A new projector was ordered. The decision was made to not spend funds on a new office laptop this fiscal year; instead we are tuning up the existing laptops. Joe Canfield has been assisting Michelle with this task.
- Jonah Wilczynski from DSHS approved the voucher and POs for OASPR program expenditures. He has sent it along to the financial department for processing. Direct deposit happens after that. Ratonia Runnels, our former contract manager, is moving up and we'll be assigned a new person who has not yet been announced.
- After adding up the expenditures from each hospital and from the previously-discussed regional purchases, there were still some funds left over. From that, we added things like cots, evacuation chairs, and paraslydes to our regional pooling order. Marilyn Hollingsworth is working to ensure all the POs are entered correctly into the expenditure spreadsheet. Dave will follow up with everyone regarding status of their equipment.
- In reviewing how close to the State deadline we came this year with facilities turning in POs, it was suggested that we may set the RAC deadline earlier next year. E.g., another close-by RAC used a deadline of April 1 instead of April 30, which left time to ensure all POs were turned in and the necessary paperwork could be completed without need to stay long after hours on April 30.
- It is estimated to be about 3 weeks before the checks are cut to pay those encumbered funds. Payment to the hospitals will be based on the numbers on their POs. Final invoices are due by the end of grant year: July 31, 2008.

III. EMTrack Update

- EMTrack demos have been postponed a few times due to the demonstrator's illness. On May 23rd, the rescheduled demo will be held at CAPCOG, stressing the EMS portion, with use of a PowerPoint presentation. At this time, we are concentrating more on large event patient tracking and not as heavily on a MCI or mass casualty. It was realized that often have mass casualty incidents aren't prolonged enough to bring out that kind of equipment. This year, we's start with the Marble Falls Boat Races, ACL Fest, and the bike ride to Houston, etc. This presents a more leisurely opportunity to test the equipment than a true mass casualty would provide.
- RAC-L (Belton area) has also recently purchased EMTrack, and is a little behind where we are with that project.

- Hospitals will become involved at a later date. 5-6 hospitals will be chosen as a pilot group, including both smaller rural hospitals and a few centrally located hospitals. Dave will get in touch with those facilities as it gets closer. John McDermid of EMSysystem will send a working document for the IT people ahead of this.

IV. HPP (Hospital preparedness program) Meeting report: SFY09 Update

- For SFY09 funding, they are issuing two separate contracts this time: Admin and Program. In the past, it was all under one contract. The 10% rule should still apply: as long as it amounts to less than 10% of the total funds, RACs can move funds from one budget to another, and only give notice to the state that it's being moved. More than 10% requires state approval.
- There will be a major change to the handling of funds; they are looking more at regional purchasing of products. The intent is to make it easier on facilities with regard to procuring equipment. There are some equipment transfer forms that the state uses and we can use something similar to put in writing who actually owns the equipment.
- In the HPP meeting, they covered some tentative timelines on FY09:
 - ⇒ May 15: Release grant guidance. E.g. How to do the grant application, what are the main capabilities, etc.
 - ⇒ May 23: Connect with contractors, stakeholders, those who are required to make grant application.
 - ⇒ May 30: Draft of application to be sent to DSHS.
 - ⇒ June 16: Date to submit the application, though there may have been an extension filed.
 - ⇒ July 1: Start of SFY09 OASPR grant period.
- They are trying to condense the workplan and standardize it, to make sure groups concentrate on their region. Not only that the RAC makes purchases on behalf of facilities, but they're also being made for the benefit of the whole region.
- In the future, these may turn into only sustainability funds, and some costs, facilities will likely have to absorb. The group/region will need to begin thinking about future plans for when the Preparedness funds run out.
- TALON conference: Texas, Arkansas, Louisiana, Oklahoma, and New Mexico – similar to our Coalition. Those states meet to see where they are with topics like bed tracking, ambulance resources, at-risk populations, and setting a standard method of triage across regions and states.
- A test of the bed availability program for EMResource (HAVBed) was performed. Our RAC has some work to do on that and this will see improvement when the new director is brought on.

V. CATRAC

- The CATRAC Board & Officers oversee use of multiple grants' funds, including Tobacco funds, EMS funds, 3588/1131/911 funds and OASPR. John Sneed is our chair, Gaylen Tips is Treasurer, Jackie Gondeck is our Secretary.
- GETAC meets quarterly. They help with trauma and emergency planning for the state. The CATRAC chairman attended this last meeting. At their last meeting, it was stated that they want RACs to make sure they're serving the public to the best of their ability, and this goes right down to the information on the RAC's website. When the public views the site, they should be able to drill down to staff level in the region. Many people don't know what the RAC is or even the Hospital Planning Group, and this information should be readily available.
- The CATRAC Board is adamant about the need to attend the meetings. They feel that one representative from a network does not suffice; instead hospitals must send a rep from each separate facility. They intend for the hospital group to tie more closely to the RAC bylaws; the HPG has become a committee of the CATRAC. We will send out the current edition of the RAC Bylaws; they are stringent on attendance.

We will still need to draft guidelines on conference calling; at this point, our meetings are geared toward face to face interaction.

- Asset Tracking: The state has asked for lists of our assets going back all the way to Year 1 of the HRSA funding. The data entry that had been done for the EM Asset Manager project goes back only to Year 3 at this time.

VI. Committees

- Communications and Drill planning got off the ground well, but the others haven't been addressed much as yet. These committees are intended to help guide us for spending and goals for SFY09, and through the future.
- At first we were picking names to fill groups up. Participants need to remember they can't be on all the committees all at once. They may also require a Chair and co-Chair to keep them going.
- Rather than adding more meetings, committees may be able to meet at the end of the HPG meeting. Or possibly meet first, then report out in the HPG timeframe. Chair/co-chair may meet with the Director before HPG meetings to give an update on progress or request any help needed.
- If you are interested in serving on subcommittee, email back to Michelle. During the next meeting, time may be set aside for committees to meet. Chairs currently are:
 - ⇒ Dave Rhinehart – Equipment chair
 - ⇒ Albie Shaffer – Drills chair
 - ⇒ Renee Buhman – Education chair
 - ⇒ Michelle Fillman – Website chair
 - ⇒ Ron Weaver – Communication chair
 - ⇒ **VACANT** – Pharmaceutical Mgmt chair
 - ⇒ Chairs of all committees - Grant review

VII. Drill / Preparation

- Mike Garvin has been in touch with Dave Reimer. Dave will try to hand this off to the Drill committee. They are willing to give us passwords to listen in on their drill preparation setups for some other regions in the state.
- The committee attended the Homeland Security Task Force meeting, and ultimately decided to take the drill group from HPG and merge it with the coalition and Homeland Security, to have just one planning group. They will bring Mike Garvin into the mix and get together with Robin on who is in that committee. By the end of the month, the process for planning a functional drill should begin.
- Billy Atkins reported that one of the local malls is doing a tabletop exercise ("shooter drill") later in the year, primarily for first responders. The suggestion was made to them that they may want to reach out to local hospitals as well. As more information on that comes in, he said they can disseminate that to the group.
- The radios order has been delivered. Clay Cassard from Motorola will be assigning a project manager to inventory and help us sort out what items are going where. Ron emailed Chuck Brotherton about training and programming. They want to roll it out the right way, so everyone gets their equipment and is trained on it. Anyone who will be using the radios will have to have training on it.
- Joe Canfield suggests testing radios once per month at a. Ron Weaver added this can be something simple like a meeting reminder. Your facility can incorporate this to meet new Joint Commission requirements. You now have a connection with all community entities.

VIII. Ventilators

- The ventilators have been delivered to CATRAC, except for their carts. Several items for those vents will still need to be purchased, like different circuits for pediatric and adult. Dave plans to talk with the vendor to arrange training on the devices. Ray Apodaca doesn't want them put in storage; he wants them to be used. There is an

extended warranty that can be purchased through the vendor. Once signed over to the facility, they are responsible for maintenance. These are ER and transport type vents. They are not intended for long-term patient use.

IX. MOU

- This stems from Capital Area Regional Response Plan. A majority of the facilities signed an MOU with the RAC. The signature page may be out of date at this time. As a group, and RAC and region, we should bring it back out and see if there is discussion on it and potentially revisit the language before renewal. It is a Hospital Mutual Aide Memorandum of Understanding with TSA-O.
- This is different from the transfer of equipment form, such as with ventilators.

X. Mass Fatality

- Jeff Hoogheem spoke about a survey that Robin Wiatrek sent out. They are still trying to gather information for the region and assess capabilities. It's not a long survey, taking 5 minutes at the most. Michelle will send it out again.
- The next meeting of the Mass Fatality working group is either May 30 or June 4. The date should be confirmed early next week. They'd like to recruit people from this group to attend. Writing a Regional Mass Fatality Response Plan is their first task.
- From this working group, they determined that there is a need in the region to train or assemble a regional body recovery team. Williamson County applied for some discretionary funds from CDC to bring in training specific to that. They just learned they got the grant, and must spend it by end of July.

XI. Regional Operations Issues / Discussion – open forum

- NIMS: There is a 300 & 400 course on May 27 through 30 in Hays county. Contact Roger Hull @ 512-393-5520.
- Reeves tent training: May 27 – North Austin Medical Center in the morning, St. David's Medical Center in the afternoon. On May 28th, Scott & White UMC in the morning, Seton Williamson in the afternoon (unconfirmed). May 29th, Seton EB Davis in the morning, Central Texas Medical Center in the afternoon.
- Next HPG meeting will be on 5/30.