

## **OASPR TSA-O Regional Preparedness and Response Committee**

Meeting Minutes

***December 12, 2008***

Attendees: Andrea Allely, Wayne Archambault, Vasanti Brandl, Nancy Brown, Joe Canfield, Carol Davis, Dahlia Flores, Kim Gill, Jackie Gondeck, Robert Haugland, Jay Hoffman, John Kinniell, Cristy Knapp, Freddy Krail, Ken Lewis, Nancy Maschal, Dallas Mellichamp, Idalia Mendez, Mike Park, Dave Rhinehart, Bill Shaffell, Linda Sifuentes, Don Walker, Ron Weaver

Handouts: EM Asset Questionnaire / EMResource Questionnaire

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

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### **I. Introductions**

Attendees introduced themselves around the room.

### **II. Review / Approval of Minutes from 11-14-08**

Bill Shaffell moved to approve the minutes as written, seconded by Ron Weaver. The minutes were accepted as written.

### **III. Old Business**

3M Training: In January / February, Shannon Laage (3M rep) will host small training classes for PAPRs training. Start thinking of people who need beginners/intermediate training.

NIMS: The progress of this issue needs to be revisited at each facility and as a region. We will look at holding a 300-400 class in 2009, as the State will soon make it a requirement. Dave will resend what guidance there is for whom in your facility will need it. The requirement was discussed for 2008, but was put off to 2009, and is not finalized. This is a hands on, 2-day class.

AARs: An after action report is needed after any drill or event. Dave will find an answer as to whether a particular format is preferred, but whatever is working for your facility is acceptable at this time. The AAR committee is meeting today at CTECC, compiling 2 different segments for Hurricanes Ike and Gustav. A hard copy will be available in the next few weeks.

RPRC Meetings: It is working to have the RPRC membership meeting on the 2<sup>nd</sup> Friday of each month and the sub-committees/workgroups continue to meet as needed.

Requests for Information: Some workgroups are working from data collected on questionnaires. If you get requests from these workgroups, please be diligent in returning it to them or to Dave as quickly as possible. Don't put it aside if you aren't the right person to respond; move it to the right people.

### **V. Committee Reports**

EM Asset: Dave Rhinehart report as chair of this committee – in the past, the RAC found it hard to track inventory purchased with HRSA/OASPR funds. We have purchased a tool from FTG (the software company that built Bed Ready) to track the assets in our region. The goal is to reach a point at which a real time inventory list can be pulled up and where new assets are automatically added by the facility receiving them. This is not meant to be just one person's job to track all the assets in the region; your facility should identify multiple users of the system.

The EM Asset committee is asking for a complete inventory to verify you have the equipment originally entered into the database. This will also provide an opportunity to deal with expiring supplies. They are looking for not only what you have, but the types of things you have and who is in charge of the inventory.

Vasanti will send the original inventory that Grainger did to help people get started again and to know what assets each facility has. The main purpose is to capture what was purchased with HRSA/OASPR funds as a state requirement for reporting.

Drill / Preparation: There was a drill on Dec 9, 2008, led by Ron Weaver and Robin Wiatrek. Ron reported that participation was good. They will have the AAR meeting next Tuesday at CTECC from 9a to 12p. Each hospital that participated should send a representative to the AAR meeting. They'll discuss what worked and what didn't, regionally and within the facilities. This was the first time using the new radios. There were no serious show stoppers.

Communications: There are no plans for getting warblers for the radios at this time. The Communications committee will need to meet and set up standard operating procedures. The purpose of the radio in each facility was not to hear EMS traffic; it is best to leave them on the "Regional All Call" or "Hospital 2" channel. Ron is meeting with Patrick Cobb today in Williamson County so they might identify how to get the radios to default to the correct channel.

Jay Hoffman mentioned some avenues the HAM operators can use for patient tracking, which they tried out during the 12/9/08 drill. Joe Canfield sent a number of digital messages to CTECC via the HAM radio. They can send attachments like Word, Excel or photos using email over the radio. It doesn't need Internet or a phone line to send emails via digital HAM. It meets HIPPA requirements being compressed and only the agency meant to receive it can open it. Joe's radios all ran on true battery power for the whole drill. Also, starting on the 2<sup>nd</sup> Saturday in January, there is a HAM Radio class at Round Rock hospital. Classes are being held on Saturdays from 8a-12p. See details at <http://www.catrac.org>

EMTrack: Bill Shaffell and Scott Fernandes (TCESD#3) helped Dave Reimer with putting the EM Track system into part of the 12/9/08 drill. They'll be having an AAR meeting next Monday or Wednesday with EMSsystems. Using bar coded disaster tags, it took about 15 minutes to scan 140 patients and list them in dB. They didn't include names on them, but could have. What problems they had were likely to be operator error, which pointed to a need for more training and usage time. There was also an issue with making the patients appear in the software which the Helpdesk was able to solve. Bill Shaffell was at NAMC, Scott Fernandes was at Georgetown Hospital. Patients were pre-scanned and then re-scanned when they arrived at the facility. The workgroup needs more participants, and they will definitely add this piece to the next drill.

EMResource: Don Walker reported as chair – The group is trying to see if they can make this program more user friendly. They can add information to the views on this program and can edit each facility's listing to ensure the contact information is up to date. "AHA ID," "ID," and "External ID" lines are not in use yet and doesn't involve us. Entering the correct address brings up your latitude/longitude for aeromedical. They have collected half of the questionnaires, and need the rest so they can move onto the next phase. Please ensure your facility has responded.

Education: This year, HAZWOPR is a course we want to work on getting. It is most cost effective to do it as a group. Dave is asking for people to participate in the education workgroup. Also, there is a BDLS class on Friday January 23, and a Stroke conference on Jan 28<sup>th</sup>. See <http://www.catrac.org> for more information on classes.

**VI. East Texas Gulf Coast RAC-R slides**

Dave reviewed slides from the EMS conference he had attended. Alternate care sites were set up. The cost for one of the sites is over \$1million.

**VII. Regional Discussion / Concerns**

Michelle Fillman is leaving the RAC; Dave will be seeking a replacement admin in the future.

**VIII. Equipment Dispersal to Facilities**

The meeting adjourned and equipment was dispersed to facilities who were short.