



**CATRAC**  
Capital Area Trauma  
Regional Advisory Council

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

Meeting Minutes

*January 9, 2009*

Attendees: John Kinniell, Ann Figueroa, Jordan Gray, Bill Shaffell, Idalia Mendez, Kimberly Gill, Dave Rhinehart, Nancy Garza, Nancy Maschal, Don Walker, Linda Sifuentes, Dahlia Flores, Jodi Nikorak, Andrea Allely, Tara Brunner, Freddy Krail, Heidi Erwin, Pete Kessler, Jackie Gondeck, Ron Weaver, Robert Haugland, Wayne Archambault, Joe Canfield, Billy Atkins, Carol Davis, Vasanti Brandl, Jeff Hoogheem, Robin Wiatrek, Darryl Jordan, Dallas, Mellichamp, Perry Mouser

Handouts: NIMS Objectives

Next meeting: February 13, 2009 ◀ ▶ 9 a.m.-11 a.m., CATRAC Office

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### **I. Introductions**

Attendees introduced themselves around the room. A reminder was given to everyone to be sure and sign in to get credit for attending.

### **II. Review / Approval of Minutes from 12-12-08**

Corrections to last month's minutes:

Joe did not send photos-it was other amateur operators at Austin Surgical Hospital who sent the photos.

Joe Canfield moved to approve the minutes with the correction, seconded by Ron Weaver. The minutes were accepted with the correction.

### **III. Old Business**

NIMS: A handout was distributed outlining where we need to be with NIMS requirements for 2009. An email was sent to DSHS requesting confirmation to the last update in July 2008 that IS 300 and 400 were not required at the Hospital level as part of the grant directives. In a return email it was again confirmed that currently Hospitals are not required to include 300 or 400 in their NIMS requirements. Dave feels like the State will require those classes in the near future. In some of the feedback from people who have taken the 300 and 400 courses, it appears these courses interconnect all of the NIMS concepts and bring it all together. The 300 and 400 courses cannot be taken online; they have to be taken in a classroom. The two courses combined take 3 days.

The back of the handout has a chart to use in determining how many "appropriate" people need each specific course. Everyone needs to look closely at this chart and determine how their facility is compliant. Ron



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Weaver stated that as a result of the drill it appears there needs to be more training, if not as extensive as the 300 and 400, probably at least the level of command and operational staff. There were some holes observed during the drills.

Suggestions were made by several people for a course that would be a bridge between the lower level courses and the 300 and 400 courses. It is unclear if there is a course that specifically addresses that. There were also several suggestions for maintenance training to keep skills up. Vasanti Brandl with Grainger said DQE has some kind of training that might fit this need.

Dave asked that each facility give a one-page summary of where they are with their NIMS training. If we can get the core group of people to take the 300 and 400 and be ahead of the curve, then if it ever does become a requirement, maybe they can come back and give an overview to help decide what training will be appropriate and at what level.

The number of staff required to have NIMS training was discussed. Ron Weaver said there has to be an "adequate" staff, and a good faith effort to keep training ongoing when there is turnover.

Monthly Reports: Reminder to submit. We have to send that information to the State.

AAR's: We need after-action reports submitted. Discussed that the reports could be on any form the hospital prefers; they can use their internal form. Ron Weaver will send a report to every hospital so they will have a record of what all went into the planning; each hospital has to do their own after action report and can do theirs separately or integrate it into the overall report. The Drill / Exercise committee is using a GDEM form. The committee is having a meeting after this meeting to discuss and try to finalize the report. They will immediately start planning the next drill.

Ron said CAPCOG is probably going to conduct a bigger drill – tying in hospital facilities with their drills. CAPCOG is very supportive of the drill that was done in December 2008 and the cooperation of all the agencies working to make it successful.

Robin Wiatrek discussed the Burnet Co. drill held in November 2008 and how it involved law enforcement, the CBRNE team, etc. - multiple agencies and disciplines. For future drills CAPCOG might get evaluators from neighboring COGS or RACS to come in and help.

WebEOC: This is a documentation tool, reporting tool, resource guidance tool, etc. and seems to be one of the documentation tools being used in this region by various Fire, EMS, and Emergency Management groups. The state



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is also using WebEOC in several different reporting programs. Dave R. met this week with CAPCOG and ESI (the vendor for WebEOC) and they are holding a series of meetings with the major stakeholders using WebEOC or who have purchased WebEOC. (This includes CATRAC.) CAPCOG initiated these meetings through a consulting contract to see how WebEOC could be used most effectively in our region.

Dave R. has been working with Ed Schaeffer regarding bringing the medical component into WebEOC; to determine what kinds of boards, patient logs, patient tracking, hospital discussion portion, etc. are needed so that it can be used effectively by hospitals during an event.

It is something that we need to become familiar with whether we elect to use it in our facilities or not, because it is being used in the region as well as by the state. Dave will give updates on the meetings with ESI and send out meeting dates.

#### **IV. Committee Reports**

Each committee needs to decide when their work group/committee will meet.

Drill/Preparation: It is unknown who was on this committee before, but if anyone is interested, please join in. There were things discovered during the drill that need to be fixed.

Communication: We need to talk as a group about monthly communications testing, etc. Ron and Dave are going to start doing site visits to determine what training needs exist and looking at where radios are located, where ham radios are located, and if there are any problems with them, etc. They will schedule times and will send out updates on the times they want to be at the facility.

We are still working toward a radio check regularity call just to be sure that the radios are where they are supposed to be and that they are working. Still trying to fine tune – Billy Atkins, Austin OEM is going to help with the notification.

EMTrack: There will be two conference calls next week – one for the work group for things noticed during the drill as far as hardware and patient tracking.

The second conference call is with EM Track to discuss a WebEOC interface with EM Track involving us, RAC-L and the Houston RAC. There was some confusion about what the interface would look like and we wanted to be consistent among the three RACs.



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**EM Resource** – Don Walker's, workgroup leader, stated his group will be meeting next week. By the next joint meeting they hope to give the group a report of what they have been working on.

**EM Asset** – Dave Rhinehart, workgroup leader, plans to send out an e-mail to everyone next week asking for contact information on who will be responsible for EM Resource at each facility so they can create log-ins and passwords. Their committee will have a brief session after this meeting to help define the asset types.

**Education** – courses that are going on in the RAC and some conferences that are coming up.

Educational opportunities are listed on the RAC website

1-28-09 Stroke Update conference at ACC put on by Stroke Committee & CATRAC.

1-23-09 BDLS Class at ABIA.

1-10-09 Ham Radio Operator Class tomorrow and next 4 consecutive Saturdays. The class can be offered elsewhere, depending on the location of interested students. Austin State Hospital offers their facility.

Scott Fernandes is hosting ***Spanish for Emergency Personnel***.

Information is on the CATRAC website and Dave will send out an e-mail reminder.

A ***Medical Special Needs Symposium*** put on by the State on Feb. 10 and 11 at the Radisson Hotel here in Austin. Dave will forward info out.

The ***Hurricane Conference*** is combining with the ***Homeland Security Conference*** this year. It will be on March 23-26 in San Antonio. The RAC will fund for registration and lodging for some from RPR Group to go.

Joe reports there is a ***National Hurricane Conference*** here in Austin in April.

Bill asked who is currently the Chairperson for the education committee?

Dave R. states it is open at this time; Renee Buhman, SD South Austin, might be interested and will be contacted as to her availability and continued desire.

Nancy Garza asked if it would be possible to for us to send out a calendar for education the year. Will we be offering ACLS this year? Per Dave R. all of the current and future courses being offered are listed on the [catrac.org](http://catrac.org) website.

Dave will get with Chris Parker, Chair of the CATRAC Education Committee; just getting education planning started again.



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## **V. Crisis Command Presentation**

Michael Hardie gave presentation and overview of their software, **Crisis Command**.

Seton has been looking at software – something simple to use and that can possibly meet their needs. Crisis Command does have a Healthcare component.

## **VI. Regional Discussion / Concerns**

**Epidemiology Surge Capacity – DSHS** will start offering a monthly training. Next Tues. from 1-2 in Temple and a conference call. **Outbreak Investigations – How do you Identify an Outbreak and How Will You Investigate It?** This one is more geared for public health. C.E.s are available.

The **City of Austin** is beginning an update of their Hazard Mitigation Plan – they will forward information to Dave to disseminate to group. This plan is specific to the City of Austin.

## **VII. Equipment Dispersal to Facilities**

There are still a couple of Seton facilities as well as some others that need to pick up some equipment.

Meeting adjourned at 1115.



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**TSA-O  
Regional Preparedness and  
Response Committee (RPRC)  
Agenda**

January 9, 2009  
0900 - 1100  
CATRAC  
4100 Ed Bluestein Blvd. Suite 200  
(512) 926-6184

Sign In

Introductions

Review / Approval of December 12, 2008 RPRC meeting minutes

Old Business:

- NIMS
- Monthly Reports

WebEoc

Committee Reports:

- Drill / Preparation
- Communication
- EMTrack
- EMResource
- EM Asset
- Education

Crisis Command Presentation – Michael Hardie

Regional Discussion / Concerns

**HANDOUT:** NIMS Objectives

**Next Meeting:** *General Membership*

*February 13, 2009*  
CATRAC 0900 – 1100