



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

### **Meeting Minutes**

**October 8, 2010**

#### Agenda:

- I. Sign In / Introductions
- II. Review / Approval of September 10, 2010 RPRC meeting minutes
- III. Old Business: EMTF, Decon Site Visits, Decon Radios
- IV. HAM Radio Presentation – Tom Whiteside
- V. Public Health
- VI. Training: WebEOC, EMSystems, 800Mhz Radio
- VII. Drill – November 10, 2010
- VIII. FY11
- IX. Regional Discussion/Concerns

Attendees: Andrea Allely, Wayne Archambault, Billy Atkins, Nancy Brown, Joe Canfield, Jim Pickens, Dave Reimer, Mike Elliott, Oscar Enriquez, Michelle Fillman, Ann Figueroa, Dennis Fox, Chris Freeman, Phil Gordon, Robert Haugland, Drew Hardin, Mike Hutka, Pete Kessler, Cristy Knapp, Freddy Krail, Ken Lewis, Andy Littlejohn, Dallas Mellichamp, Idalia Mendez, Ryan Moeller, Ricky Nevels, Teresa Odom, Bill Pogue, Rob Potts, Dave Rhinehart, Bill Shaffell, Linda Sifuentes, Amy Thompson, Ron Weaver, Tom Whiteside, Robin Wiatrek

Handouts: FY11 Binders, Tom Whiteside's presentation slides

Next meeting: November 12, 2010, 9am – 11am, CATRAC office

- I. Sign In/Introductions
- II. Review/Approval of September 10, 2010 RPRC meeting minutes. Amy Thompson supplied correction of acronym PHEN vs. PHIN in the Public Health update. Minutes were approved with corrections.
- III. Old Business
  1. EM-TF: Mike Elliott reported there was a face to face meeting with the other EMTF representatives from the other RACs across the state. Documentation of the plans for Ambus use was a topic of discussion. They also identified 5 people to be on the workgroup to work out logistics of the Nursing Strike Team: liability, certification, moving between facilities. The EMTF Coordinator will be the overseer for the region, yet will report to the 4 RACs in our area. We have identified coordinating committee for the task force here, regarding what will the voting body look like: consisting of the Executive Director from each RAC, a prehospital representative, and a nursing representative from each RAC, one physician, and Emergency management personnel. Michelle will put the EMTF presentation on the CATRAC website for people to view; this presentation outlines the structure of the task forces.
  2. Decon Site Visits: David Childers has visited a few facilities. He has found some things like expired cartridges. So far only 8 facilities have been visited. He would like to do it by county, preferably 3-4 hospitals at a time. Dave Reimer will create a schedule to send out, to coordinate the visits better. These take 30 minutes to 2 hours at each site, depending on the facility.
  3. Decon Radios: The frequency on these radios was never licensed with the FCC. We'll need to re-template those with a different frequency and assign the license to the CATRAC, which will be easier for the facilities. Dave will coordinate the process when we have more details. The

rules state the radios need to have a 3-4 mile radius without impacting other radios in the area. If you've put your own frequencies in them, let Dave know.

IV. HAM Radio presentation - Tom Whiteside, Section Emergency Coordinator for the South Texas ARES (Amateur Radio Emergency Services). ARES is broken into 80 Sections across the US, 15 districts, organized by county. CATRAC extends beyond a given section, so Tom has appointed Andy Littlejohn to assist in managing the emergency HAM equipment in the area, ensuring its functionality, keeping track of locations within facilities and tracking the useful life of equipment. There are almost 1300 volunteers in South Texas. [www.ARRLSTX.org](http://www.ARRLSTX.org) is a site that provides information about this organization. ARCHES provides backup communications in emergencies, with both voice and email communication. They can send information from hospital to hospital via email, even if local internet connection is down, using shortwave technology. Winlink system compresses but does not literally encrypt data.

V. Public Health – Amy Thompson did a radio check, checking internal protocols, and had 2 hospitals respond. This check was intended for internal public health staff. In preparation for the exercise, Ryan Moeller said they found several health departments don't have 800 mhz capabilities. He'll be communicating with Jackie Haggerty at Region 7, to see what the region's capabilities are. Ron Weaver offered to meet with them offline to talk about the radios.

Ryan said pertussis is very high in Williamson County and also Flu is starting pick up. The strains being seen happen to match the vaccine this year. Also, they were allowed to carry over their H1N1 response money for the rest of 2010. One of the projects identified was that they'll be partnering with public health across the region for increasing WebEOC use and working with Ed Schaffer so it can reside on the regional server. Also working in conjunction with TWiRP project and ESI on standardizing WebEOC. Also working on increasing surveillance capabilities in Williamson County with some of that funding. Outside of that, in Williamson County they recently held a critical infrastructure exercise, which identified a variety of areas for improvement. Also actively conducting exercise planning for the upcoming Medical Coalition exercise.

Amy Thompson reported that Shigella is still high in Travis County. She also has a summary of the after action from the PHIN test that was requested. They conducted a PHIN exercise with ICPs to test health depts ability to notify public health system; found that over time able to reach ICPs through PHIN, but it took followup. Capabilities of the PHIN to really work are not quite there. Did find several areas that need communication improvement. This involves providing ICPs with more technical assistance with how to respond properly. Develop another PHIN test before the exercise, and send out message regionally. Amy will email the full AAR to Dave. Ryan also distributed a handout from the Association of Professional Infection Control Practitioners, developed by their emergency preparedness and response committee; it is an introduction how IPs can integrate into emergency management functions.

VI. Training – Tuesday last week (9/28/10), communications training was held, covering WebEOC, EMSsystems and 800mhz radio. Dave concentrated on EMSsystems while Robin got WebEOC working. The next training session will be on Tuesday October 12<sup>th</sup>. They have 25 lines available on the conference call and open for WebEx. Dave Rhinehart said it worked well at his facility to set up laptops and desktops for hands-on training and they projected the training on a screen. If your facility has multiple staff members to be trained, this is a way you can coordinate to train several at once, especially if they are running out of conference lines. If anyone didn't receive the WebEOC training video, Robin has a few more to distribute. Bill Shaffell also mentioned that Seton now has it loaded onto their Intranet training site. The goal of these training sessions is to link the 3 components together.

VII. Drill – 11/10/10 - Karen Maxwell with Travis County sheriff's office is coordinating getting volunteers to be patients/victims and evaluator controllers. Some volunteers will be from among

EMT students, and nursing students from ACC. They have 8 controller evaluators so far, and are trying to get a few more. With patient victim cards, they need to know the signs and symptoms you'll be rolling through your surge. Even if not requesting any patient victims, we need that complete list. On Wiggio, Robin uploaded the ones from last year, from which you can pick and print them out. This will prep the controller evaluators so they'll know what they're looking for.

Drill is set for November 10, 2010, with controller evaluator training during the week of October 20<sup>th</sup>. Tom Whiteside requested a list of participating facilities.

- VIII. FY11 binders: Green dates on the included calendar are more for CATRAC staff, where we can make amendments to budget/workplan, and have to turn them in to the state. November 1, 2010: the Subrecipient signature pages are due back. February 1, 2011: Quotes, PO's and preapprovals are due. May 2, 2011: all invoices are due in to the CATRAC office. June 30, 2011: closing date of contract period. Dave went over the contents of the notebooks distributed. Some corrections to text were noted, and Dave will also send out electronic versions of all the documents included. He also asked that representatives check the CEO letter and address portion to ensure it's all correct.

Bill Shaffell moved to start a budget committee to aid in working on FY11. Dave will send out a calendar update for this budget workgroup.

- IX. Regional Discussion / Concerns –

- none

Meeting adjourned 1105