

NPHCC Steering Committee

June 30, 2015; 10:00 ct

Location: West Central District Health Department

Minutes

Attendance: Heidi Wheeler, Myra Stoney, Shaun Meyer, Sally Brecks, Angie Brown, Brandon Myers, Joanna LeMoine, Pam Sweeney. Audio: Pat Gerdes, Dari Olson, Angella Herbert

Ongoing Items

1. Minutes: Approve minutes from April and May meetings.
 - Pat motioned to accept the April and May meeting minutes; Brandon seconded. Motion carried and minutes approved.
2. Training and Exercise Calendar (2015-2016):
 - Let Heidi know if you have any trainings or exercises planned for the coming Budget Period (BP), 2015-2016
3. MRC update
 - Joanna and MRC volunteers are planning to set up a cooling station at the Lincoln County fair
 - Steering committee meeting is coming up in July.

Old Business:

1. Agility Recovery
 - Community Hospital and Perkins County Health Services are interested in perusing Agility Recovery services and will work with them on an individual basis
 - Heidi will cancel the free trial of Agility as a NPHCC group
2. Website update
 - The NPHCC website page is up and running on SWNPHD's website. We will be making changes but will have NPHCC documents (e.g. Emergency Support Plan, By-laws) and meeting documents continuously posted
3. Tyco
 - Angella got an individual quote from Tyco just to cover one hospital at \$3,600.
 - Angella and Dari would like to renegotiation a group rate with Tyco to see if we can get a lower cost with only the 3 hospitals that use it instead of all 7 plus the two health departments.
 - Heidi will try to contact our Tyco representative again and has asked the three hospitals who want to keep Tyco to assist with the research.
 - Angella has done some research on other companies but they don't give 100% connection

4. Communications update (Pat)
 - a. Talking with state about putting radios in each hospital and creating a talk group for our NPHCC area, which would allow all hospitals in our area to communicate with each other. It would also allow them to talk with law enforcement
 - b. Cost: \$22/month/talk group
 - c. Pat has another meeting with state and will bring back more details
5. Trailers (MMA, decon, BT)
 - a. Crosswalk
 - The group discussed a crosswalk Heidi developed to better understand who pays and maintains the NPHCC trailers
 - There are no licenses on the MMA trailers, which needs to be corrected
 - b. Memorandum of Understanding (MOU)
 - Dari and Heidi reviewed the decon trailer MOU
 - It states "CH, McCook, agrees to store, maintain, license, and insure the trailer and equipment. However, it is understood the trailer is owned by NPHCC."
 - c. Discussion on if the BT trailer was gifted back to SWNPHD or if it is a NPHCC asset.
 - d. Decon Trailer Training
 - Dari will see if we can look at the trailer and its contents at the August meeting.
 - Dari also looking into doing some regional decon training
 - e. Dari motioned that both the BT trailer (SWNPHD) and the decon trailer (Community Hospital) remain a NPHCC regional asset and NPHCC pays for maintenance of the trailer. All fees (licensing, insurance, registration) is the responsibility of the housing agency; Brandon seconded. Motion carried.
 - f. Heidi will update the CH MOU and develop one for the BT trailer.
6. Ivents
 - a. Perkins County has and Community hospital will give their iVents to Great Plains Health. Heidi will change that on the NPHCC inventory.
7. Steering committee agreements
 - a. The current steering committee (SC) will start signing NPHCC Membership Agreements to take the place of the previous MOUs.
 - b. Current steering committee members will be sent the Agreement and asked to fill out and sign.
 - c. Heidi will send letters to other members (i.e. LTCF, outpatient providers) to see if there is interest in being part of the SC.
 - d. The SC will then discuss appointments and rotation of those entities to the SC
 - e. May need to look into having a chairperson of each of the subgroups (volunteers, EMS, LTCF, etc)
 - f. More work on this new structure, membership of subgroups, etc will be done through the SC or by-law committee
8. Purchase Request – Community Hospital
 - a. Heidi sent purchase request for Dari via email on April 29 for extra decon equipment (bladder and 2 shower mats). Votes to purchase equipment returned: 6 ayes, 0 naves.
 - b. Dari has ordered the supplies.

Budget

1. Myra reviewed the current/final budget for this budget period (BP3) with the group.
 - a. Brandon motioned to accept the budget; Sally seconded. Motion carried, budget approved.
2. Myra reviewed the proposed budget for the next budget period (BP4)
 - a. Angella motioned to accept the proposed budget; Sally seconded. Motion carried, budget approved.

New Business:

1. Inventory and cache supplies (Attachment 3 of NPHCC Plan).
 - a. Heidi will work to update our inventory list so it will be more standardized.
 - b. There was discussion on the pros and cons of the coordinator resuming inventory of the cache supplies. More discussion will be needed on this issue
 - c. No decisions were made at this time
2. After Action Report (AAR) and Improvement Plan (IP)
 - a. The group reviewed and approved the AAR and IP from the April exercise.
 - b. Heidi will submit the AAR/IP with the 4th quarter reports and will work to follow-up with IP items.
 - c. The group agreed we should do quarterly unannounced satellite phone drills to get more hospital staff comfortable with answering the phone when/if they hear it. Heidi will host these.
3. Strategic planning meeting with DHHS
 - a. Heidi participated in a June Strategic planning conference call with Eric and all the Nebraska HCC/MRS coordinators.
 - b. Eric has been promoted. They will be hiring a new HCC/MRC state coordinator to take his place.
 - c. NPHCC may be getting some funding for Ebola that will include more deliverables, possibly an exercise.
 - d. We have been notified the feds intend on providing us with another 5-year funding cycle for HCCs after this 5-year cycle is done (we're moving into BP4 starting July 1). This is not a guarantee of funding but promising.
 - e. Grant County has been moved to Panhandle Regional Medical Response System. We are still waiting for official approval, but Eric said there shouldn't be any problems with this move.
 - f. There is a new reporting format for the HCC/MRSs and funding will be done on a reimbursement basis and not with the deliverable system as in the past
 - g. The group would like to bring in some trainings, maybe do a full-scale exercise (SNS, chempack), etc.
 - h. We may develop a training/exercise subcommittee to work on this.
4. Coordinator evaluation
 - a. Heidi's hire date/anniversary is August 1 so the steering committee needs to consider performing an evaluation on the coordinator

- b. The fiscal agent (Myra) will work with the chairperson (Laurie) to develop, distribute, and complete an evaluation with the steering committee
- 5. Nebraska Public Health Lab (NPHL)
 - a. NPHL spoke to the state's Emergency Response Coordinators (ERCs) at a workshop on June 23.
 - b. They are putting together a highly infectious disease transport cooler for every hospital, as well as a training and possibly an exercise
 - c. They intend on conducting a training with each hospital (including state patrol) and coordinating that through the health departments and/or coalitions.
 - d. Heidi has volunteered our area to start these training and will stay in touch with Karen at the lab

Upcoming Trainings, Education, and Exercises:

- 1. AHEPP webinar – HICS for small hospitals
https://ahepp.site-ym.com/events/event_list.asp?show=&group=&start=12%2F9%2F2014&end=&view=&id=13095
- 2. Business Continuity project – July 29, 11:30 ct / 10:30 mt, Business Impact Analysis

| Task List (June) | | |
|---------------------------|--|----------------|
| Person Responsible | Task | Outcome |
| Heidi | Cancel Agility Recovery | Done. 6/30/15 |
| | Get MMA trailers licensed | |
| | Schedule August meeting with Dari doing training on decon trailer | |
| | Update and develop trailer MOUs | |
| | Work on NPHCC inventory list | |
| | Add Fire to EMS in organizational structure | |
| | Send letters to LTCF and/or outpatient providers for interest in becoming member | |
| | Send agreements to steering committee members for signatures | |
| | Unannounced quarterly satellite phone drills | |
| | IP tasks | |
| | Look into buying microphones for computer for NPHCC meetings | |
| | Update BT and decon trailer MOUs | |
| | Call Tyco to renegotiate. Customer service: 800-289-2647; Supervisor: 816-305-6831 | |