

## MINUTES

Committee: Hospital Preparedness Program

November 5, 2009

9:30 AM – 11:30 AM

ETMC Pavilion, 801 Clinic Drive, Tyler, Texas

Chair: William Moore, MD (not present), meeting conducted by Loretta Kuhn, Hospital Preparedness Program Manager.

Attendance: Chris Bland, Ann Henderson, Vinson Henson, Paula Hoskins, Lynn Jett, Cristie Owen, Mary Pruitt, Kenneth Russell, Ronald Safford, Donna Smith, Keith Vintila, Robert Graham, Irene Holte, Noel Tuazon, Glenn Leaman, Daryl Pritchard, Dr. Oliver Leinart, Deborah Howard, Irene Holte, Linda Hardin, Robert Cromby, Aaron Taylor, Jennifer Cohen, Kenneth Burris & Loretta Kuhn.

Previous minutes were approved.

Item 1: Site Visits- 6 facilities by DSHS: Palestine Regional hospital, TMFHS Jacksonville, TMFHS Tyler, ETMC Tyler, UTHCT, ETMC Gilmer.

Item 2: Introduction of QA Site Representative- Reedy Spigner

Item 3: Training Schedule.

- NIMS 300 & 400 classes in October were not full. We will not have another class this year. If facilities attend a different NIMS class by another instructor, RAC HPP office needs agenda if you will request ASPR reimbursement. RAC staff will do 100, 200, 700 & 800. You will also need to fill out the salary reimbursement form.
- DSHS has class of NIMS 300 & 400 coming up. Watch the website for those dates. Rac office will send another email.

Item 4: Vendor- Disaster Net: Rep. Chris Riddle presented the Management System. Program which will interface with WebEOC.

Item 5: Monthly Reports- facilities are encouraged to submit the monthly reports. You can document drills, meetings about preparedness, site visits and planning meetings, etc. The current FY 10 reporting period is August 2009- June 2010. RAC office will send reminders by the 5<sup>th</sup> of every month.

Item 6: Survey Monkey for FY10 1<sup>st</sup> Quarter will be sent out to facilities early next week

- Must be completed before November 15. We only had 17 complete the previous survey.
- Vital information for site visit- Cumulative Report due each quarter.
- If a question on survey is not applicable, put n/a or 0- do not leave blank.

Item 7: HVA- your annual HVA must be on file in the RAC office. Reimbursement will not be given unless HVA is on file. Your purchases must be related to the issues on your HVA.

Item 8: WebEOC

- Workshop March 2, 3 & 4 will be in Tyler. We are working with RACS F & H. Registration fee of \$75 required for facilities to take ownership. RAC G HPP will assist with the fee from training budget for those in RAC G.
- Will try to set up 2 or 3 beginner classes prior to the Workshop. Anticipate 200+ participants. Please involve county judges, law enforcement, city, county, EOC. Workshop will include Incident Command, Planning Operation, and Logistics.
- Committee is still working on putting this together so we encourage you to volunteer to work on this project.

Item 9: Decon

- 8 hr. refresher course: If you have a minimum of 10 maximum of 25 participants, we will bring the trainer to your facility. However, we need to schedule these ASAP. If you wish to have the 8-hour class, please contact Aaron.
- We will plan the 16 hour initial class with refresher class as part of course.

Item 10: Mass Fatality Training Institute- Will get this set up next week as it is a requirement in our contract.

Item 11: FY10 Fundin

- Will send official letter out this next week regarding allocations.
- If unable to spend your allocation, it will be put back into allocations for other hospitals who need additional funding.
- Facilities can replace decon equipment if needed. If you need new, must have justification; and get pre-approval
- Date extended for purchases? March
- High dollar equipment item must be purchased prior to April.
- Cell phone monthly service charges, if within one year, is allowed for HPP funds. Must send monthly bills every month.
- Funds requested once a month should be sent in by 20<sup>th</sup>.

Item 12: H1N1 Activities

- DSHS supplemental funds were used to purchase ventilators-
- Auto Vent 3000: \$75,000. This provided 25-26 vents. Pre-Hospital committee is deciding on the formula for distribution.
- RAC Gs N-95 masks are in warehouse
- All facilities need to take inventory of masks
- We will get additional PPE's through the SNS stockpile
- DSHS is working on ruling from OAHs/CDC for the potential to fit test different models: whether fit testing will be required for each model.
- What qualifies facility to get the SNS supply of N95s

- Must deplete stock or getting low and verify with your vendor that your orders would be backordered for up to 2 months.
  - Need documentation of stock on hand & estimated need.  
Will be 2-3 weeks before order can be replaced. RAC will prepare an approved distribution plan and will send to facilities.

Item 13: EM System State Report Requests- must be done prior to noon on Tuesdays. This will continue on weekly basis until notified by DSHS.

Item 14: QA Site Review

6 facilities that were reviewed did great job. DSHS looked at FY 08 equipment and decon setup. They looked at the RAC HPP records for FY 09.

Item 15: Exercises

- Upcoming regional drill/exercise is the Chemical/Radiological Exercise to be sponsored by TEEX. We will have more information on this later.
- Stephen Trogdon presented the upcoming Chemical Radiological Exercise :  
Tabletop- March Drill- April 17 with backup date in May
- Steve presented committee with the new HSEEP form to be used during exercises.
- If you are planning to use H1N1 as an exercise keep all document and write it up as a "real exercise".

Minutes Recorded at meeting by: Crystie Owen