



**NPHCC Steering Committee**  
October 22; 10:00 mt  
Location: Ogallala Community Hospital

**Minutes**

Those in attendance: Laurie Walrod, Chris Patin, Billie Hayes, Joanna LeMoine, Heidi Wheeler.  
Via phone/GoToMeeting: Pat Gerdes, Sally Brecks, Angie Brown, Natalie Alred, Myra Stoney

**Ongoing Items**

1. Minutes
  - a. No discussion on August's meeting minutes. Laurie motioned to approve, seconded by Pat. Motion carried.
2. Financials
  - a. Myra reviewed the current financials with no further discussion. Laurie motioned to approve, seconded by Billie. Motion carried.
3. Training and Exercise Calendar (2015-2016).
  - a. No updates to the calendar from members
  - b. Heidi will update with coordinator activities
4. MRC update from Joanna
  - a. Working with McCook Foundation to assist with fundraising
  - b. Attended Keith County Community Preparedness Committee (CPC) meeting to promote MRC
  - c. Attended SONAR conference to recruit volunteers

**Old Business**

1. Tyco
  - a. We pay now \$6,320 per year; \$3 per license
  - b. Heidi has been working with Tyco to cut back to four users:

• West Central District Health Dept.	40	
• Chase County Community Hospital	110	
• Community Hospital	300	
• <u>Great Plains Health</u>	<u>1,100</u>	
	1,550	\$4,650
  - c. We can add 200 MRC volunteers to the above pricing for an extra \$600, 1750 users, and total cost of \$5,250.
    - Heidi will share the Tyco information with Joanna for her to view and see if she would like us to consider adding MRC
    - Heidi will add to the December agenda
  - d. Laurie motioned to delete all the non-users, keep the current users (listed above), and have the group look further into MRC joining our Tyco contract. Billie seconded the motion. Motion carried.

2. Memoranda of Understanding (MOUs)
  - a. Membership Agreement
    - Continue to get Membership Agreements in to Heidi if you haven't already
    - Appendix 2 of Bylaws needs to be updated
  - b. Cache MOUs sent out to be signed
    - Continue to get cache inventory and MOU updated and get to Heidi
  - c. Fiscal Agent
    - Heidi and Myra are working on the FA MOU and will be done by next meeting
  - d. Mutual Aid / Resource Sharing
    - Dari and Heidi will work on updating this MOU and will have it done by next meeting

### **New Business**

1. Exercise planning
  - a. The group viewed the Work Plan and Attachment 3 (of the contract) to see what our exercise requirements include and what parts of the plan we need to update this fiscal year.
  - b. Possible scenarios that have been proposed for this year's exercise:
    - Mass casualty incident (MCI) – offloading patients to LTCFs
    - Highly infectious disease (use Ebola money)
    - Tornado
  - c. Steering committee made further suggestions, including:
    - Use MMA training trailer
    - Use Volunteers & MRC (workers and victims)
    - Later in day into evening to allow both professionals and volunteers to participate
  - d. The Exercise Planning Subcommittee will be meeting next week to develop ideas to report back to the Steering Committee in December
2. FEMA I&Q training flyer
  - a. The group viewed the I & Q training flyer (more information below) and did not see any changes. Heidi will let the trainers know. NPHCC members will start promoting the training.
  - b. There is a 20 person minimum so we need to promote the training with all our contacts.
3. Contract Work
  - a. The group viewed the Work Plan template provided by DHHS with some rows highlighted for specific discussion.
  - b. The Work Plan includes information directly from the contract
  - c. These highlighted items will be discussed at each Steering Committee for the coming year
  - d. The group discussed three of the items in Section 5: HVA, NIMS, and HAV-BED.
    - HVA: Hospitals update their HVAs annually as part of other requirements so no action is required by NPHCC. This will be added to the LTCF meeting agenda for their January meeting. The Exercise Planning Committee will look at the hospital's last HVA to use in consideration of this year's exercise.
    - NIMS: Heidi will ask the hospitals if they need assistance with NIMS training. This will also be added to the LTCF's agenda for the January meeting.
    - HAV-BED: Heidi will survey the hospitals regarding participation in the HAV-BED system and will ask Eric about status on HAV-BED at the state level.

### **Upcoming Trainings, Education, and Exercises**

1. Heidi's Master's project – Assessing Change in Baseline LTCF Preparedness Knowledge

- a. Joint effort of NPHCC and SWNPHD
- b. Should be up and running in November.
2. FEMA I&Q trainings – MPCC North Campus, North Platte; March 30; 8-5 CT
  - a. MGT-433: Isolation and Quarantine for Rural Communities  
<https://www.firstrespondertraining.gov/ntecatalog#anc-search-results>
  - b. PER-308: Rural Isolation and Quarantine for Public Health & Healthcare Professionals  
<https://www.firstrespondertraining.gov/ntecatalog#anc-search-results>
  - c. Prerequisites:
    - IS-100 or IS-100.HCb and IS-700
    - IS-520 – Intro to Continuity of Operations Planning for Pandemic Influenzas
3. Hospital First Receiver Course, CPE
  - a. Chris and Heidi will visit with Barbara Dodge about getting it set up in Ogallala.
4. National Conference – San Diego, December 1-4 (Heidi, Dari, Sally, Angie, Judy, Laurie)

<b>Task List (October)</b>	
<b>Task</b>	<b>Outcome</b>
Contact Tyco to cut all non-users	
Give Joanna Tyco information for her to view	Done. 11/3/15
Update Bylaws—Appendix 2	Done. 11/3/15
Get FA MOU signed by Myra and Laurie	Done. 11/6/15
Update mutual aid MOU with Dari	
Let FEMA trainers know we approved flyer; start promoting	Done. 10/22/15
Add to LTCF agenda: HVA assistance?, NIMS assistance?	Done. 11/6/15
Pull HVA summaries from each hospital to use with Exercise Planning subcommittee	Done. 11/3/15
Survey the hospitals regarding HAV-BED participation	Done. 11/25/15
Ask Eric about HAV-BED status at the state level	
Contact Barbara Dodge and Chris about First Receiver Course	Done. 11/3/15