

NPHCC Steering Committee

April 23, 2015

Minutes



Location: Ogallala Community Hospital

Time: 10:30-2:30 MT (11:30-3:30 CT)

Mountain Time:

- 9:00-10:30 Hospital Preparedness Summit webinar (Center for Preparedness)
- 10:30-10:45 Quick break and then start NPHCC steering committee meeting
- 10:45-11:15 Agility Recovery
- 11:15-2:30 Continue NPHCC steering committee meeting (break for lunch when it arrives)

Blue font indicates actions needed by members.

Attendance: Heidi Wheeler, Laurie Walrod, Dari Olson, Natalie Alred, Angella Herbert, Billie Hayes, Chris Patin, Brandon Meyers, Joanna LeMoine, Myra Stoney, Wanda Cooper, Mike Kelsey, Pat Gerdes, Angie Brown, Sally Brecks

Ongoing Items

1. Motion to approve February minutes. Motion carried.
2. Budget: Myra reviewed the budget with the group and discussion was held. Committee voted to approve minutes with quorum present.
 - a. Myra stated that she understood from Eric that we were not allowed to carry over money this year so we need to have our money spent by June 30.
 - b. At our strategic planning session in 2014, Myra had volunteered to lead discussions regarding implementing budget limits as a way to conserve our funding dollars. Myra formed a subcommittee (Myra, Dari, Pat, Laurie, Heidi) to develop a plan and will present this at the next meeting.
3. Training and Exercise Calendar (2015-2016): Heidi will send in the final training and exercise calendar on June 30 with the final reports to Eric. **Please let me know if you have any updates.**
4. MRC update. Heidi sent out MRC Coordinator's time tracking for review. Myra has transferred the \$2,000 (voted to give them for financial support at February meeting) from NPHCC to MRC. Joanna gave a brief report.
5. Deliverables paid. Heidi forwarded an email showing the deliverables that have been paid to-date. 3rd quarter deliverables have been sent to the state.

Old Business:

1. Agility Recovery.
 - a. Lizzy Holmgren joined the call to answer questions about Agility Recovery. Pricing for 9 entities with 2 declares is \$705 per month (\$78/entity/mo), 19 entities with 2 declares is \$1,500 (\$79/entity/mo), or 19 entities with 3 declares is \$1,965 (\$91/entity/mo).

- b. Discussion was held whether or not NPHCC should pay for the first year of services. We will also work with Brian to get turn-around times and approximate deployment costs. Heidi will send the group Brian Eskenazi's contact information so they can follow up with him. **All members are to report back at the June meeting whether or not they wish to participate.**
2. Strategic Plan, 2014
 - a. New organizational structure. The Steering Committee agreed to adopt the organizational structure as amended, see Appendix 3 of by-laws.
 - b. By-law changes regarding voting and quorum (by-laws Section IV).
 - The Steering Committee voted to adopt the quorum section (IV.A) of the bylaws as written.
 - Myra mentioned that Panhandle District Health Dept. is taking Grant County into their health district, which may change our organizational structure. Myra will check with Eric to see if that county can be moved to Panhandle Medical Response System. We will revisit the Voting section (IV.B) at the next meeting.
3. NPHCC logo.
 - a. The group liked the logo presented and approved it. Heidi will get it finalized with Acme.
4. Website update.
 - a. Heidi has met with our web-designer and requested to have a page built for NPHCC. It will be under the Preparedness link at the top of SWNPHD's website (<http://www.swhealth.ne.gov/>).
5. Tyco.
 - a. Heidi has requested that we not renew Tyco at the beginning of the next billing cycle, which occurs in November. It costs us \$6,200 with a 3-5% increase each year.
 - b. Heidi suggested to give those hospitals that use Tyco a stipend if they chose to continue the services individually. **Each hospital that is still using Tyco and wish to continue it will get a quote from our representative and present it at the next meeting.**
 - c. We have signed a contract that is good through 11/30/15.
6. Community Hospital decon trailer.
 - a. The trailer has been licensed and the MOU has been signed.
 - b. Dari discussed having a training on it in McCook, possibly in September. **Dari will get Heidi a date for the group.**
7. Conflict Resolution statement (by-laws Section IX)
 - a. As part of our 5th Quarter Deliverables we are required to include a conflict resolution statement into our by-laws.
 - b. Heidi read the proposed Conflict Resolution statement and was asked to make minor changes.

- c. Dari motioned to accept the Conflict Resolution statement with the changes. Motion carried with a vote of the Committee.
8. Ivents
 - a. A survey was sent out about the Ivents. Ogallala and Great Plains Health still use theirs. The group would like to move those Ivents from the locations that they are not being used to Ogallala or GPH if they want them.
 - b. **Chris will check with his people to see if they want another one** and Heidi will check with Wanda, and also TVHS and DCH to see if they are using theirs.
 9. AHEPP (Association of Healthcare Emergency Preparedness Professionals)
 - a. Coalitions can get a discount for membership up to 10 people. NPHCC voted to pay for one membership for each of the 7 hospitals, 2 health departments, and Pat Gerdes.
 - b. **Early bird pricing is available for those who register before June 1.**
 - c. The Steering Committee voted to pay for 10 members the \$100 membership fee. This is to include the coalition discount and the early bird discount. Any fees above the \$100 will be the responsibility of the individual agency.
 - d. Heidi will clarify with Kristi on the registration process.
 - e. The 1st annual AHEPP national conference is in Omaha on November 17-18. Carpooling is being organized for whoever is interested. AHEPP members will get a discount for this conference.

New Business:

1. Steering committee agreements
 - a. Myra suggested taking the membership agreement and other forms out of the by-laws so it does not have to be approved by the committee. Heidi will make this change and we will discuss membership at the June meeting.
2. Mobile Medical Asset (MMA) keys
 - a. GPH has bought a new lock for their MMA. Wanda Cooper and Mike Kelsey have the keys to the trailer as well as Heidi. Heidi is also making a key to give to West Central District Health Dept.
 - b. **Chris is making a key for Heidi for the Ogallala MMA**
 - c. Heidi will record in the plan who has the keys and contact information, so we know how to contact them in an emergency.
 - d. Chris believes that their trailer needs new tires and possibly other maintenance. **He will look into what repairs are needed and let Heidi know.**
3. Copper Conferencing
 - a. We have spent \$1200 to-date on Copper Conferencing.
 - b. Heidi discussed using GoToMeeting, which includes a conference call line, or getting a free conferencing number. The free conferencing number will charge the entity calling in, which may be a financial burden for some facilities.

- c. The group decided to try GoToMeeting for the June meeting and see if we like it. Copper will be our back-up if GoToMeeting does not work well.
4. 5th Quarter deliverables – Preparedness CONOPS
 - a. We are required to have a Preparedness CONOPS (concept of operations) system in place as a deliverable for the 5th quarter. This is largely a resource gap analysis of our region’s healthcare system.
 - b. Heidi showed the group what she had developed (see Annex W of the NPHCC Emergency Support Plan). This will be an ongoing process through exercises, strategic planning, and real-world events.
 - c. Heidi will update and make recommended changes to the Preparedness CONOPS Annex.
5. Exercise: After Action Conference (AAC)
 - a. The group held an AAC regarding the April exercise. Heidi will finish the After Action Report and turn in with the end-of-year reporting.
6. By-law review – Membership (Section II) and Steering Committee (Section III)
 - a. No discussion because of time.
 - b. This will be reviewed at a later date or a subcommittee will be developed to work on these.
7. NPHCC plan development (Chapters 1 & 10)
 - a. No discussion because of time.
 - b. Heidi will develop a Plan Update Subcommittee and will meet in May to discuss this.

Upcoming Trainings, Education, and Exercises:

1. Business Continuity project – May “Touch Base” meeting. TBA.
2. Business Continuity Planning for Pandemic Influenza
 - a. Heidi asked the committee to allow her to take this training. It is the same company that originally certified her in Business Continuity. The training cost \$295.
 - b. The committee voted to pay for this training
3. Decon trailer training at Community Hospital. September. Details TBD

Task List	
Task	Outcome
Remind hospitals about SI Date	Done. 5/17/15
Have Acme finalize logo	Done. 4/28/15
Continue working on NPHCC website	Done. 5/21/15
Schedule decon trailer training with Dari	
Update Conflict Resolution Statement	Done. 4/24/15
a. Check with Wanda about taking Ivent. b. Find out about DCH Ivent c. Find out about TVHS Ivent	a. Done. 5/5/15 b. Done. 4/29/15 c. Done. 4/29/15
Remove forms from bylaws and update	Done. 4/28/15
Make MMA key for WCDHD	Done. 5/4/15
Record MMA key holders and contact information in plan	Done. 5/13/15
Follow up with needed information for AAR	Done. 5/21/15
Update Preparedness CONOPS annex	Done. 5/13/15
Develop by-law subcommittee and schedule meeting	Done. 4/29/15
Develop NPHCC Plan Update Subcommittee & schedule meeting	Done. 5/8/15
Send Brian Eskenazi's contact information to group	Done. 4/28/15
Send AHEPP membership registration information to group	Done. 4/24/15
Schedule May follow-up meeting	Done. 4/28/15
Sign up for BC for Pandemic Influenza (changed to BIA)	Done. 6/10/15