

## NPHCC Steering Committee

February 10, 2016; 10:00 ct

Location: Southwest Nebraska Public Health Dept

- GoToMeeting: <https://global.gotomeeting.com/join/904854981>
- Conference calling: 888-387-8686
- Conf. ID #: 7711947

### Today's Itinerary (CT)

- ▶ 10:00-12:00 NPHCC Steering Committee meeting
- ▶ 12:00-1:00 Steering Committee Education and Training (working lunch)  
Carlos Trevino, NSP – Bomb Threat Planning

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## Minutes

Those in attendance: Dari Olson, Laurie Walrod, Billie Hayes, Natalie Alred, Heidi Wheeler, Myra Stoney. Via phone/GoToMeeting: Sally Brecks, Angie Brown, Joanna LeMoine, and Brandon Meyers.

### Ongoing Items

1. December Minutes
  - a. An addendum was added to the December minutes to reflect the email vote regarding approval of financials through November 30.
  - b. Billie motioned to accept December minutes, seconded by Dari. Motioned carried.
2. NPHCC Financials (updated through Dec. 31, 2015)
  - a. Myra reviewed the current financials of NPHCC through December 31, 2015.
  - b. We will not be allowed carryover this contract year because of the new reimbursement format. What money we do not spend in this fiscal year will be taken from us. [Heidi confirmed this with Eric after the meeting.]
  - c. The group needs to look at what we need and how we are going to spend this money. Ideas: education and training, scholarships, handouts, promotional items
  - d. Billie motioned to approve NPHCC financials, WCDHD seconded. Motioned carried.
3. HPP-EVD (Ebola) Financials
  - a. Myra reviewed the current financials for the HPP-EVD contract, updated through Dec. 31, 2015.
  - b. Dari motioned to approve the EVD financials. Billie seconded. Motion carried.
4. MRC update (Joanna)
  - a. Joanna gave an update on Medical Reserve Corp (MRC) activities.
    - Challenge award application submitted.
    - Asked to be at the full marathon in October.
    - Joanna got a scholarship to the Preparedness Summit.
    - Website is basically up. Will send link shortly.

## **Old Business**

1. Tyco
  - a. Heidi is having trouble getting the Tyco bill and services worked out. We were billed incorrectly, refunded incorrectly, and have not gotten the number of users correct. Great Plains Regional was also billed incorrectly.
  - b. Heidi will continue to try to work out the bugs but would like the group to keep an open mind about switching mass notification suppliers.
  - c. Pat suggested we visit with the state to see if we can use their mass notification system. They have put other county agencies on, so they may let us on too.
2. Exercise Planning
  - a. The Exercise Planning Subcommittee met Feb. 9 to discuss our upcoming exercise.
    - Type: Functional Exercise
    - Date of exercise: June 1, 2016
    - Time of exercise: 9-12 CT
    - Location: North Platte
    - Venue: To Be Determined
    - Facilitator: Leslie Scofield.
  - b. Nebraska Biocontainment Unit (NBU) workshop will be in May and be the precursor to our exercise. See more information below.
3. State Radio System
  - a. Dari said her administrator needed more information
  - b. Pat will ask State people to call in to our next meeting to answer questions
4. SWNPHD caches
  - a. SWNPHD has gifted their caches to each respective hospital
  - b. Inventory will be conducted in the same manner (by each hospital) as the NPHCC caches
5. Ebola PPE caches
  - a. Email sent out January 4 to vote on purchasing Chase County Hospital (CCH) PPE for Highly Infectious Disease pathogens. They were going to share some PPE with both county ambulance services.
  - b. Motion to reimburse CCH \$650 for said supplies, to include an associated training with all three agencies. Voting yes: PCHS, LTCF, LCEM, CH, EMS, DCH, WCDHD, and R15EM. Voting yes without the training requirement: TVHS. Voting against: SWNPHD
  - c. CCH purchased and received the PPE. Heidi has been working with Chase County Hospital's Infection Preventionist to schedule trainings.

## **New Business**

1. Contract work
  - a. Heidi reviewed two sections of the Work Plan with the Steering Committee, which included updates to Annex D (Communication and Information Plan) and Annex E (Resource Management Plan, including two attachments) and will update accordingly.
    - The group thought any communication training we could offer would be beneficial, either regionally or for facilities (i.e. LTCFs). Heidi will try to find and organize it.
    - The group discussed updates to the Resource Management Plan. Situational awareness will be maintained during an emergency by the Coordinator or designee maintaining a list of resource needs and of available resources (also located as Attachment 3 of NPHCC Emergency Support Plan). This information will then be shared with facilities as necessary. Adding this information to our website at the time of emergency or disaster will probably not be beneficial.
2. Strategic Planning

- a. Our last strategic planning session was July 29, 2014. We completed most tasks identified from that session.
- b. We decided last year to have strategic planning sessions every other year, so we will plan another strategic planning session sometime this year, possibly in July.
- c. We will see if Leslie will facilitate again.
3. Standard meeting day
  - a. The group would like to determine a standard meeting day, instead of creating a Doodle poll each time.
  - b. We decided we would try the 1<sup>st</sup> Wednesday of every-other-month, starting in April; next meeting will be April 6<sup>th</sup> in Ogallala.
  - c. Subsequent meetings will be as follows:
    - June 1 (same day as our exercise), NP
    - August 3, McCook
    - October 5, Ogallala
    - December 7, NP
4. Surge planning with LTCF
  - a. Heidi is asking NPHCC to purchase air mattresses for the region's LTCF for surge planning.
  - b. This will be in response to them conducting surge planning for their facility to determine their surge number.
  - c. The LTCFs would like to have Eve out to our region to help us with surge planning.
  - d. Sally suggested that our LTCF representative write a letter and send an email to send to all facilities to let them know what we are doing (all preparedness activities) and how this assists them with the new regulations in preparedness.

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

1. FEMA I&Q trainings – North Platte; March 30
  - 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
2. Nebraska Biocontainment Unit training and education
  - a. May 2, 2016
  - b. 9:00-4:00 (tentative)
  - c. Details to come
3. Hospital First Receiver Course, CPE - (Ogallala pending)

#### **Other Discussion**

1. Local Emergency Planning Committee (LEPC) – March 3
  - a. Sally and Angie have asked to be added to the agenda for this meeting to discuss our June exercise.
  - b. We will visit with the EMS Captain at this meeting to make sure they are invited and get them involved.

#### **Adjourn Meeting**

**Steering Committee Education and Training**

Response to Bomb Threats; Carlos Trevino, NSP

Task List		
Responsible Person	Task	Outcome
Heidi	Organize budget committee to discuss spending money	Done. 2/16/16
	PIO, Communication training	Done. 3/7/16
	Schedule with Chris to meet in Ogallala in April	At MPCC Done. 3/8/16
	AHEPP renewals	Done. 2/29/16
	Update Annex E	Done. 2/16/16
	Update Annex D	Done. 2/16/16
	Add Ebola PPE to CCCH cache list	Done. 3/9/16
	Schedule Strategic Planning session	Done. 2/24/16
	Get venue for NBU training/workshop	Done. 2/16/16
	Get flyers made for NBU training/workshop Emailed 2/16	
	Get venue for June exercise	Done. 2/29/16
	Ask Eve come do surge planning with LTCF Emailed 2/6	
	Send reminder for I&Q training	Done. 2/16/16
	Billie and Heidi	Write letter to LTCF about preparedness activities