

TSA-D Regional Meeting  
May 25, 2005  
Hendrick Medical Center  
Auxiliary Conference Room B  
2<sup>nd</sup> Floor Shelton Building

Members Present:

Sherry Clements	Eastland Memorial Hospital
Bernie Holtman	Hendrick Medical Center
Roger Dickey	Hendrick Medical Center
Melissa Bingham	De Leon Hospital
Jason Tyler	Mitchell County Hospital
Monte Hill	Stamford Memorial
Greg Grim	Coleman County Medical Center
Linda Jones	Rolling Plains
Stephen A. Kuehler	Knox County Hospital
Sheila Kuehler	Knox County Hospital
Vinney Johnston	Abilene Psychiatric Center
Leann Fraser	Stonewall Memorial Hospital
Michael Moorhead	Abilene Regional
Charlotte Welch	Haskell Memorial Hospital
LaVona Brown	Fisher County Hospital

Guests Present:

Neil White, BCRAC  
Cameron Naccarato, BCRAC

1. Meeting called to order at 10:10 AM by Sherry Clements.
2. Each hospital was requested to e-mail the following information to Robbie Dewberry which will be compiled by Bernie Holtman:
  - Name of Hospital with contact numbers for it and operations person
  - County Sheriff's name and contact number
  - County Judge and contact number
  - Local pharmacy and number
  - EMS and contact number
  - Police Chief and contact number
  - Hospital Administrator and contact number
  - Fire Department and contact number.
3. Guests were introduced and members were given an update on the state contract. There were changes made by the state the day before and the contract would need to be rewritten to accommodate those changes.

Cameron and Neil explained the Letter of Understanding that would be required for the BCRAC to receive and distribute state monies for the Committee. It would need to be completed and sent back. The letter would allow BCRAC to be accountable for the distribution and record keeping. The Letter of Understanding needs to be sent back complete with required signatures. This Letter of Understanding will be binding for the next three (3) years.

Our work plan is tentatively approved and forty-five percent (45%) of the state funds may be released for disbursement. Three percent (3%) of the total funds will be held in reserve for unforeseen additional legal accounting or administrative needs totaling \$9344.00. BCRAC administration fees will be provided by the State and will not affect TSA-D state funds.

4. Discussion on how the funds would be spent. Roger Dickey discussed the need for a web EOC to have the capability to the other area hospitals in case of a disaster. He also updated the committee on the near completion of the room for the MERC to function during a disaster. FEMA wants to go to the NIMS for response instead of HEICS. There is certification for the NIMS and it was suggested that at least one person from each hospital become certified in NIMS.

Once that person is certified, Roger will need a copy to go in the main files for MERC. The web site for the certification is <http://training.fema.gov/EMIWeb/IS/is700> .

5. Hendrick Medical Center will host a HEICS training session and hospital administrators are requested to be present at this educational meeting.
6. The meeting times for the rest of the year were set. It was decided that the last Wednesday of the month except for December would be best for all.
7. At the next meeting, we will need to finish the disaster plan for TSA-D. Everyone will need to have read the plan.

The meeting was adjourned.