

TSA-D Regional Meeting  
June 29, 2005  
Hendrick Medical Center  
Tom Roberts Conference Center

Members Present:

Sherry Clements	Eastland Memorial Hospital
Bernie Holtman	Hendrick Medical Center
Roger Dickey	Hendrick Medical Center
Greg Grim	Coleman County Medical Center
Linda Jones	Rolling Plains Memorial Hospital
Vinney Johnston	Abilene Psychiatric Center
Bill Deitenbeck	Abilene Regional
Charlotte Welch	Haskell Memorial Hospital
LaVona Brown	Fisher County Hospital
Randy King	Throckmorton County Hospital

Guests Present:

Neil White, BCRAC  
Cameron Naccarato, BCRAC  
Stacie S BCRAC

1. Meeting called to order at 10:10 AM by Sherry Clements.
2. Randy King was introduced as the new Administrator and representative of Throckmorton County Hospital.
3. The minutes from May 25<sup>th</sup> meeting were approved without amendments.
4. Bernie Holtman presented a list of hospitals that need to turn in contact information. That list consisted of Throckmorton, Fisher County, Anson, Hamlin, Mitchell, Abilene Regional, Rolling Plains, and Brownwood hospitals. Information needed includes:
  - 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.Robbie will email the representatives requesting the information.
5. Bernie Holtman recommended that the MERC maintain copies of each hospital's Mutual Aid Agreement. Sherry Clements will copy the agreements

already completed and bring them to the next meeting. These copies will be maintained in the MERC EOC.

6. The Big Country Regional Advisory Council Letter of Agreement (attached) was discussed. Cameron Naccarato stated that the State of Texas had changed the format and content of the letter as of Friday, June 24, 2005. He distributed the new version of the letter to representatives and will mail the letter to the remainder of the committee. It was requested that the letters be signed and returned as quickly as possible but no later than July 14<sup>th</sup>. The signed forms may be faxed to 866-416-9344 c/o Cameron Naccarato.
7. Cameron reported that the State has released approximately \$100,000 of TSA-D funds. These monies need to be spent by the current August 31, 2005 deadline. Discussion was held on the purchase of the WEB EOC and HEICS training. It was agreed that Roger Dickey from Hendrick Medical Center and the committee co-chairpersons will select groups to provide the HEICS training and make recommendations to the Hospital Planning Group at the next meeting. Committee members were encouraged to review the HEICS information which is downloadable from the web site. Roger will proceed with the purchase of the WEB EOC and determine what each facility will need in order to participate in the use of the software.
8. Committee meeting days and times were discussed. The majority of committee members favored the second Thursday of each month for the HPG meeting. The next meeting was scheduled for July 14 at 10 A.M. Roger Dickey will arrange a conference room and members will be notified of the location by email.
9. Cameron discussed some of the new benchmarks and changes being mandated by the State to FY 4 planning. He stated that EMS services will need to be included in the planning process and some of the benchmarks will include Trauma/Burn victim care.
10. Neil White stated that a new Yahoo Group was being developed for the Hospital Planning Group. Committee members will be added to the site unless they have an objection. The site will be managed by Neil.
11. Chapters 6 – 18 were reviewed with some changes recommended. The recommendation was made that the RAC download, print, copy and distribute to each facility the treatment protocols and guidelines referenced in Chapter 11.3. Cameron agreed to have that information available for the hospitals.
12. Members discussed a table top exercise to evaluate the effectiveness of the regional plan. Bernie Holtman will develop a scenario that will involve all aspects of emergency response including the use of FBI, DDS, EMS and

other facilities. The Table Top exercise will be conducted at the August 11<sup>th</sup> meeting.

13. Meeting dates, times and location: All meeting locations are at Hendrick Medical Center

- July 14, 2005                      10:00 AM to Noon                      Tom Roberts
  - August 11, 2005                      10:00 AM to Noon                      Tom Roberts
  - September 8, 2005                      10:00 AM to Noon                      Tom Roberts
  - October 20, 2005                      10:00 AM to Noon                      Tom Roberts
  - November 10, 2005                      10:00 AM to Noon                      Tom Roberts
  - December 8, 2005                      10:00 AM to Noon                      Auxiliary
- Conference Room # A, 2<sup>nd</sup> Floor, Shelton Building

The meeting was adjourned at 12:00 P.M.